

AGENDA

SCRUTINY COMMITTEE MEETING

Date: Tuesday, 15 January 2019

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 7 November 2018 (Minute Nos. 312 - 321) as a correct record. [Link to Minutes](#)

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 Update | 1 - 10 |
| | The Cabinet Member for Regeneration, the Director of Regeneration and the Sittingbourne Town Centre Scheme Manager have been invited to attend for this item. | |
| 6. | Updates on recommendations by the Scrutiny Committee | 11 - 18 |
| | (a) Leisure and Tourism – The Cabinet Member for Regeneration and the Economy and Community Services Manager have been invited to attend for this item. | |
| | (b) Housing Services – The Cabinet Member for Housing and Safer Communities has been invited to attend for this item. | |

7. Performance Monitoring Report 19 - 32

The Committee is asked to consider the Performance Monitoring Report for the 2nd Quarter.

The Cabinet Member for Finance and Performance, the Deputy Cabinet Member for Finance and Performance and the Business Improvement Officer (Policy) have been invited to attend for this item.

Part Two - Business Items

8. Other Review Progress Reports

The Committee is asked to consider updates on other reviews.

9. Cabinet Forward Plan 33 - 40

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

10. Urgent Business Requests

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

11. Committee Work Programme 41 - 42

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

Issued on Monday 7 January 2019

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 15th January 2019

	Update
Construction	<ul style="list-style-type: none">• All three retail units (The Food Warehouse, Home Bargains & Costa Drive Through) continue to trade successfully on Princes Street Retail Park. The hoarding was removed adjacent to Milton Road and the KCC trees cut back during the last week of November. Minor snagging items still exist but the works associated with the landscaping areas have now been agreed by KCC.• The roadworks in West Street were carried out between 26th November and 6th December to replace the asphalt surface on the raised tables with blockwork.• The roadworks in Station Street, the paving to the station forecourt, the works to the new bus hub area and the roadworks surrounding the MSCP continue.• PDR's site hoarding was completed ahead of the Christmas shutdown following the installation of a kerb line by Erith adjacent to the Forum vehicular entrance.• PDR have now completed the sewer diversion running through the centre of the site, have installed the two commercial vehicular crossovers for the site entrance and exit points and have installed 60 tonnes of asphalt within the site to create an internal haul route to ensure that delivery vehicles can remain as clean as possible and not deposit mud onto the adjacent highway network.• The PDR have now completed the vibro ground improvement works to the footprint of both the hotel and cinema.• PDR started the continuous flight auger (CFA) piling on Tuesday 18th December and installed 48 piles ahead of the Christmas shutdown and a further 28 piles in early January to complete the hotel.• The MSCP contractor, Huber completed the concreting of the decks from 19th to 28th November and is continuing with internal electrics and fit out and ground floor formation. The erection of the external façade will be carried out during January. The site hoarding is planned to be removed on 15th January.

<p>Planning</p>	<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 and PDR continue to work with the utility companies for the leisure development.
<p>Risks</p>	<ul style="list-style-type: none"> • Spirit is maintaining the Developers risk register through all phases of the scheme.
<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. • The Sittingbourne Town Centre Free Parking Day took place on 8th December. • A Communications meeting took place on 14th December between SBC, Spirit and the Lowick Group. All agreed that information flow between the contractors and the Spirit's communication team needs improving, and Spirit agreed to formulate a communications protocol. • Spirit's communication team issued a press release to confirm that Wildwood has withdrawn from the development. • Temporary designs with stakeholder logo's were installed to the PDR hoarding on 21st/22nd December for the Christmas period and are due to be replaced with the permanent hoarding design during January.
<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. • A progress meeting with Spirit, PDR and the Councils monitoring surveyor from Ward Williams Associates took place on 29th November and the next is scheduled for 31st January 2019. Interim site visits have been planned with SBC's Scheme Manager and Spirits Project Director.

	<ul style="list-style-type: none">• Cushman & Wakefield continue to assist with the Managing Agent duties for the Retail Park and are currently developing a Managing Agent specification for the MSCP and Leisure Quarter.• Board meetings, Key Officer Group meetings and Internal Officer Group meetings continue.
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25th October - site offices and welfare in place



31st October - erection of the site hoarding around the Forum car park



13th November - excavation in preparation for removal of the asbestos water main



21st November - preparation of the piling mat



30th November - construction of the commercial crossover for the site entrance



3rd December - continuation of the site hoarding



11th December - construction of the commercial crossover for the site exit



18th December - commencement of the CFA piling on site

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23rd October - final series of beams being installed



23rd October - first fix electrics to stair cores and lift shafts



19th November - first day of the concrete pour to the decks



19th November - concrete pour to the top deck



20th November - power floating the concrete on the top deck



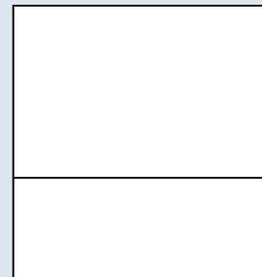
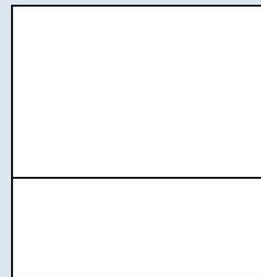
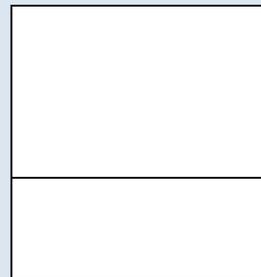
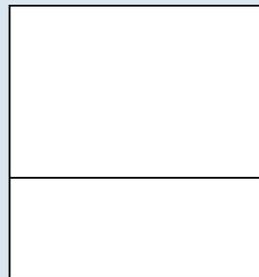
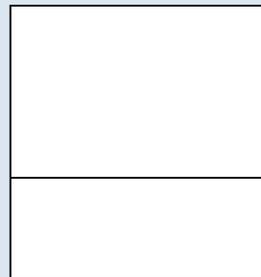
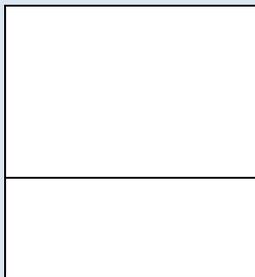
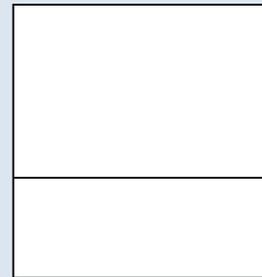
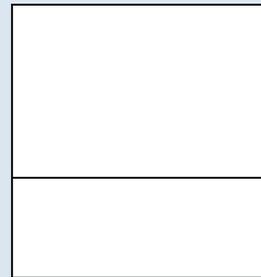
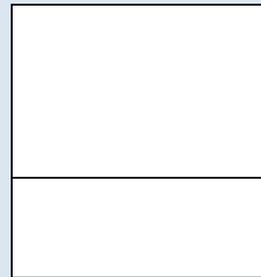
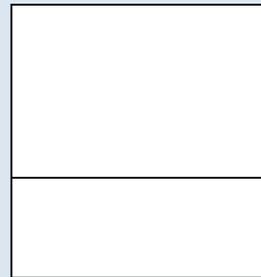
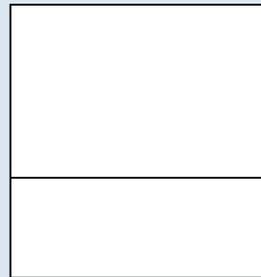
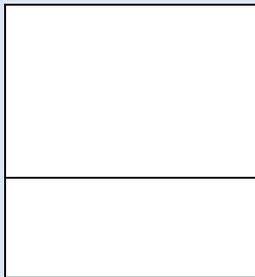
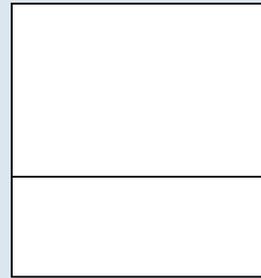
22nd November - concrete pour to the lower levels



6th December - installation of rainwater downpipes



3rd January - anti-climb mesh being installed



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1st October - surface course laid to the taxi rank area



3rd October - Construction of the new retaining wall in Dover Street



3rd October - surface course to the new roundabout



11th October - surface course being laid to Milton Road



15th October - base course being laid in Dover Street



22nd October - surface course being completed on the footways ahead of the partial opening



22nd October - vehicles and pedestrians using the new layout.



23rd October - base course being laid in Dover Street



25th October - new footway constructed in Dover Street



26th October - burst water main under the newly laid surface in Dover Street



7th November - Dover Street complete and ready for opening



8th November - granular base course being installed in the bus terminus



19th November - sand bed in preparation for paving in front of the station



19th November - additional drainage being installed in Station Street



21st November - brick retaining wall being built at the junction of Station Street & St. Michaels Road



26th November - paving to the station frontage



26th November (Phase 1 works) - excavation of the table top in West Street



30th November (Phase 1 works) - block paving being installed on the table top in West Street



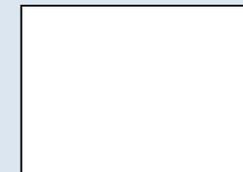
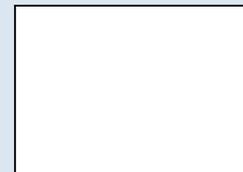
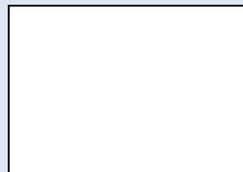
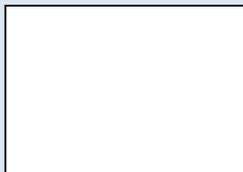
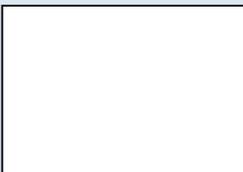
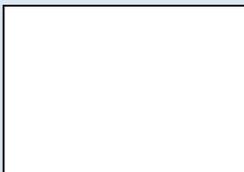
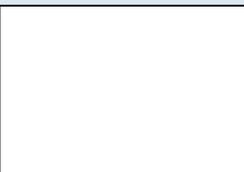
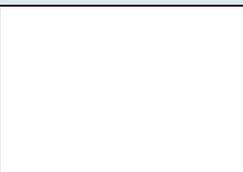
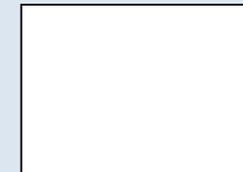
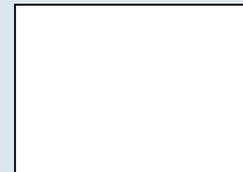
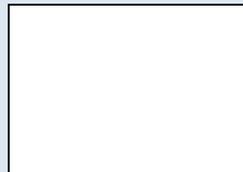
4th December (Phase 1 works) - block paving being installed to the second table top in West Street



10th December (Phase 1 works) - block paving complete on the second table top in West Street



11th December - paving complete leading to station entrance



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Scrutiny Committee – Tuesday 15 January 2019

Tourism Scrutiny Review

Members of this Committee have played an integral part in shaping the Visitor Economy Framework 2018-2023 including participating in a focus group which has identified the key priorities and actions for the tourism, leisure and hospitality sectors.

The Council adopted the Visitor Economy Framework in February 2018 which has a budget of up to £250,000 resourced through the shared business rates.

Of the 16 recommendations identified through the scrutiny process, 3 were implemented, 10 were accepted and 3 remained pending. The pending recommendations are:

- Working with the local tourism sector – that SBC facilitates the establishment of collaboration groups preferably led by the private sector and/or voluntary sector
- Working with the local tourism sector – that SBC establishes a challenge fund of £3,000 to support new activities or events
- 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

Following further engagement work with sector leads those outstanding recommendations are not being accepted. However the following work is being delivered:

- A comprehensive training programme will be delivered in 2019 which addresses industry needs to build both sector knowledge and resilience; there will be a series of training factsheets/downloads
- A workshop for event organisers is scheduled for Wednesday 29 February 2019
- Access to existing grant support (culture, sport and heritage) is being encouraged
- A new Shared Stories (marketing toolkit) will be launched on the Swale Means Business web portal at the end of January 2019; the portal will give access to video and photographic images, destination overviews, writing for specific target audiences (advertising, press releases, newsletters, websites, digital communications, social media print). There will also be marketing guidance, research and case studies, maps and itineraries and events calendar

A Members' Briefing on the Visitor Economy Framework including a presentation from Visit Kent is scheduled for Tuesday 12 March 2019

Conclusion

In light of the development of our Visitor Economy Framework and the programmed delivery programme, I believe this concludes the Scrutiny review. I would formally like to thank Scrutiny Committee for their work on the review.

Lyn Newton
Economy and Community Services Manager (Culture and Places)
January 2019

Scrutiny Update – Housing Review

Introduction

This report provides Scrutiny Committee with an update on the accepted recommendations from the Housing Scrutiny Review.

Review recommendations

There are a number of recommendations from the Scrutiny Committee review into Housing that were accepted by the Cabinet, detailed updates on these recommendations are shown in the action tracker in Appendix I.

The Council have commissioned HQN consultancy to carry out an independent Homelessness Review and develop a Housing, Homelessness and Rough Sleeping Strategy ensuring that Swale embrace the requirements of the Housing Reduction Act (HRA). Their work has led to a detailed assessment of the housing situation in Swale and details the national issues that we also need to respond to. This Strategy development will be discussed at Policy Development and Review Committee (PDRC) on 16th January.

As you can see from the action tracker a large amount of work is already embedded in both the Housing and Planning teams to deliver against these recommendations, this work will be built upon in the new strategy and the review of the Allocations Policy will be a key deliverable within the Strategy.

Conclusion

In light of the introduction of the Housing Reduction Act and the development of our new strategy, I believe this concludes the Scrutiny review. I would formally like to thank Scrutiny Committee for their work on the review.

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OVERVIEW AND SCRUTINY LOG OF RECOMMENDATIONS



Committee	Review Title	Rec. No	Summary of Recommendations	Status	Head of Service	Target Date	Notes	Updates (15 Jan 2019)
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	C.Hudson	On-going	<p>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</p>	<p>In Swale affordable housing delivery is subsidised through a five yearly Homes England grant funding programme. Alongside this, Homes England have introduced and developed Strategic Partnerships with 16 Housing Associations, two of which, Hyde and Optivo, will be directly investing in Swale to increase affordable delivery across the Borough.</p> <p>Continued monitoring of 'live' development sites indicates that over the next 5 years approximately 800 new build affordable homes will be provided across Faversham and Sittingbourne, with some units also proposed on the Island.</p> <p>New HA's are encouraged to develop in Swale, and in the last six months Grainger HA have provided 22 affordable rented flats in Sittingbourne, Sage HA are delivering on the Mill & Wharf site and are interested in a further site, Clarion and Affinity Circle are also looking to take on two separate sites in Faversham.</p> <p>The 2017/18 affordable housing delivery target was 85. Delivery exceeded this with 132 new affordable homes provided, split as 72 affordable rent tenure and 60 shared ownership housing. Three HA's provided all of the units; the two largest providers were Optivo and Hyde, followed by Grainger.</p> <p>Areas in greatest demand for those in housing need or applying as homeless is in the areas of Sheerness and Sittingbourne. However, these areas either have with very low or zero affordable housing delivery requirement due to viability, and this should be reviewed during the next Local Plan review.</p> <p>Cabinet agreed on the 11 July 2018 to use the</p>

							homelessness strategy for Swale.	remaining £180,000 commuted sum with Optivo HA to enable the delivery of an additional eleven affordable homes across two Council owned sites in Iwade and Oare.
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	C.Hudson	On-going	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.	<p>Planning routinely consults Housing on all sites due to deliver more than ten dwellings, this is normally at pre-application stage and then again when the application is submitted. This involves partnership working with HA's, private developers and Planning colleagues.</p> <p>The Strategic Housing Manager facilitates partnership working and meetings to ensure sites are brought forward with an appropriate amount of affordable housing that adheres to policy, unless viability permits otherwise.</p> <p>HA partners make use of this enabling resource regularly.</p>
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	C.Hudson	On-going	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.	<p>The Private Sector Housing Team continues to work with KCC's 'No use Empty' scheme. This provides a consultant and interest free loans to people to assist in renovating properties that have been empty for more than 6 months. Funding levels are up to £25k per unit to a maximum of £175K for multiple units. The housing team is currently working to identify owners of properties that have been empty for longer than 2 years and continue to take a proactive approach to finding solutions.</p> <p>The Private Sector Housing Manager and the Council Tax Manager are undertaking a joint project to maximise the use of empty homes within the Borough for both short and long term empty properties. Following the recent mailshot to all empty properties this resulted in 10 referrals to the 'No use Empty' scheme.</p>
Scrutiny	Housing Services	6	Cabinet should consider whether the residency criteria (i.e. living in Swale for four years out of five) in	Accepted	C.Hudson	On-going	Cabinet's response: Agreed. With the soon to be implemented Homelessness Reduction Act, and recent case law affecting Reasonable	The commissioned Housing, Homelessness and Rough Sleeping Strategy and Review work has reinforced the need for a review of the Allocations Policy. The residency criteria will feel does have an impact and will be a key consideration as part of the full Allocations Policy Review to be undertaken from

			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				Preference requirements the allocations policy does require a full review, and this will begin by May 2018.	May/June 2019.
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	C.Hudson	On-going	Cabinet's response: Agreed.	In response to the implementation of the Homelessness Reduction Act, a letter was sent to the Secretary of State outlining the new burdens placed upon the Housing Team, highlighting the additional workload, demand for temporary accommodation and a publicly unwelcomed advice service. In response to this the Housing Advice Specialist Advisor from the Ministry of Housing, Communities and local Government attended a day-long meeting with the Cabinet Member, key managers and front line staff to explore working practices, the role of technology, opportunities afforded by the legislation, share good practice and make practical recommendations to improve our application of the legislation. This broad range of issues have been discussed internally and with the team from HQN Consultancy with the collective outcome informing and focussing the Housing, Homelessness and Rough Sleeping Strategy, the emerging Objectives and Priorities of which are to be discussed at PDRC on 16th January 2019.

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Scrutiny Meeting	
Meeting Date	15 January 2019
Report Title	Performance Monitoring – 2018/19 Quarter 2
Cabinet Member	Cllr Dewar-Whalley, Finance and Performance
SMT Lead	David Clifford, Head of Policy, Communications and Customer Services
Lead Officer	Tony Potter, Policy and Performance Support Officer

1 Purpose of Report and Executive Summary

- 1.1 This report presents the quarterly portfolio-based balanced scorecard performance reports for the second quarter of 2018/19 (Jul - Sept 2018). The scorecards seek to provide a holistic overview of council performance on each portfolio from a range of perspectives.

2 Background

- 2.1 Strategic performance monitoring by Cabinet and the Scrutiny Committee has been primarily through portfolio balanced scorecards for several years now. The scorecards seek to deal with 'performance' in the broadest sense, rather than focusing only on traditional measures such as output indicators.

3 Proposal

- 3.1 Appendix I provides a scorecard for each cabinet portfolio, plus one providing a corporate overview. This latter includes information which is only relevant from a cross-organisational perspective, together with an aggregated summary of some of the information which is included in more detail on individual portfolio scorecards.
- 3.2 With the exception of the corporate overview, each scorecard also includes a separate list of 'exceptions', providing more information on items shown as red on the scorecards.
- 3.3 Items may show as red for a number of reasons (e.g. failure to meet target, deterioration from the same quarter last year, etc), and the fact that a scorecard contains some red items does not necessarily imply that there is a problem. The purpose of the exception reports is to enable members to consider where further investigation may be fruitful.

4 Appendices

4.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Cabinet scorecard reports for 2018/19 Quarter 2.

5 Background Papers

- Monthly SMT performance reports
- Quarterly complaints reports
- Internal audit reports and comprehensive risk register
- Briefing on the local area perception survey 2016

CORPORATE OVERVIEW

Balanced scorecard report for 2018/19 Quarter 2



Council Leader: Cllr Bowles • Deputy Leader: Cllr Lewin & Cllr Horton

Corporate Overview

Budget monitoring

At end of 2018/19 Quarter 2	Revenue budget			Capital expenditure	
	Budget	Projected year-end position		Budget	Actual spend
Swale Borough Council	£18,578,000	£207,000 (1%)	Underspend	£37,942,000	£7,477,000 (20%)

Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 2: **0**

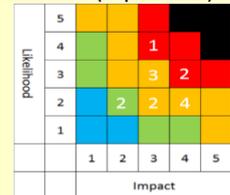
This scorecard includes all adverse opinions received across SBC. Where adverse opinions are received, details are provided here. No adverse opinions were received in 2018/19 Quarter 2.

Risk management

Comprehensive risk register: spread of residual scores (corporate risks)

The council's comprehensive risk register lists in one place and in a consistent format all of the council's risks. Scores used in this summary are the residual combined impact and likelihood score, after risk mitigation actions have been taken.

Scores are graded **Black** (≥ 20), **Red** ($12 < 20$), **Amber** ($5 < 12$), **Green** ($3 < 5$), **Blue** (≤ 2).



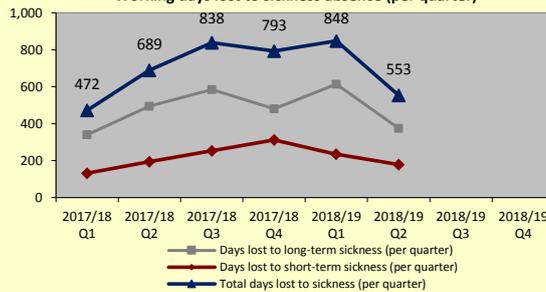
Comprehensive risk register: summary excerpt (corporate risks)

Highest residual risks at 2018/19 Q2	Service area	Score
Homelessness	Corporate risk	12
Cyber security	Corporate risk	12
General Data Protection Regulations (GDPR)	Corporate risk	12
Business Transformation	Corporate risk	9
Effect of funding restrictions on SBC	Corporate risk	9
Skills gap within Borough	Corporate risk	9

Workforce count and sickness absence

Period	Full-time equivalent workforce count
2017/18 Q1	281
2017/18 Q2	277
2017/18 Q3	275
2017/18 Q4	273
2018/19 Q1	270
2018/19 Q2	267
2018/19 Q3	
2018/19 Q4	

Working days lost to sickness absence (per quarter)



Customer Perspective

Customer feedback

Complaints received per quarter: total across SBC



Complaints and compliments across SBC: 2018/19 Quarter 2

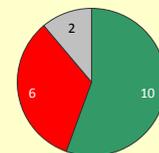
Total complaints received	94
Total complaints responded to within 10 working days	91
Proportion of complaints responded to within 10 working days (target: 90%)	97%
Total complaints referred to the Local Government Ombudsman	0
Total compliments received	36

Summary from the Policy and Performance Team

This scorecard gives an overview of the state of the council at the end of the second quarter of 2018/19. Some two-thirds of corporate performance indicators are on target; this figure is better than Q1 and considerably better than the figure at the same point last year. This is further reflected by the fact that more indicators show improvement from this point last year than show deterioration. It is further noted that the spread of Swale's comparable indicators across national quartiles where measurable remains excellent, with more than 40% in the best quartile nationally. Complaint levels have remained consistent over the last three quarters albeit slightly higher than the same point last year. Most notably timeliness in responding to complaints improved during Quarter 2 by a further five percentage points. Both long-term and short-term sickness fell during the quarter, resulting in an overall decrease to levels below the same period last year. No adverse audit opinions were received during the quarter. The risk section on this scorecard continues to show the highest-ranking corporate-level risks.

Local area perception survey 2016

Indicators improved or deteriorated from 2016



Green: improved.
Red: deteriorated.
Grey: static or no data.

This scorecard includes all 18 indicators derived from the LAPS. Next scheduled LAPS survey is 2019

Service Perspective

Planned actions

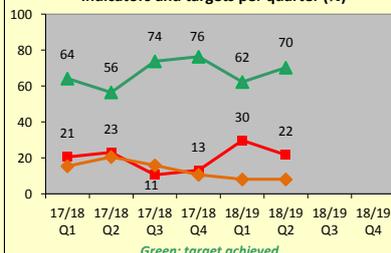
Actions in 2018/19 service plans



Green: complete or in progress.
Amber: action due this quarter. Red: action overdue. Grey: cancelled.

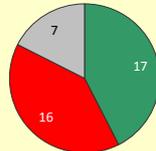
Corporate performance indicators

Indicators and targets per quarter (%)



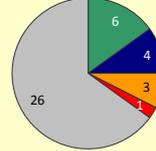
Green: target achieved.
Amber: within tolerance. Red: target missed.

Indicators improved or deteriorated from 2017/18 Q2



Green: improved. Red: deteriorated. Grey: static or no data.

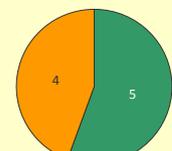
Quartile positions in latest available data



Green: best 25%. Blue: above median. Amber: below median. Red: worst 25%. Grey: no data.

Large projects

All large projects across SBC



Green: No issues. Amber: Minor issues raised/envisaged. Red: Significant issues raised/envisaged.

ENVIRONMENT AND RURAL AFFAIRS

Balanced scorecard report for 2018/19 Quarter 2

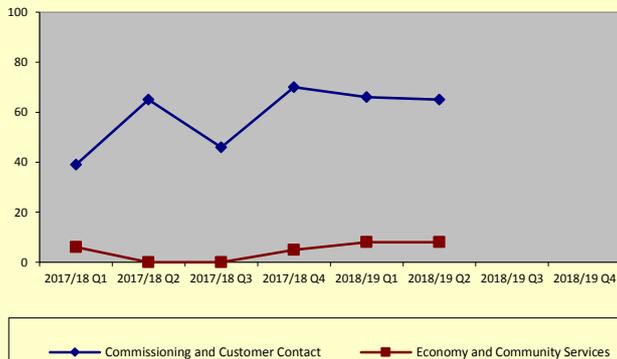


Cabinet Member: Cllr Simmons • Deputy Cabinet Member: Cllr Hampshire

Customer Perspective

Customer feedback

Total complaints received per quarter (figures relate to whole departments)



Complaints responded to within 10 working days (target: 90%)

2018/19 Quarter 2	No. rec'd	No. timely	% timely
Commissioning and Customer Contact	65	63	97
Economy and Community Services	8	8	100

No complaints were referred to the Local Government Ombudsman during the quarter.

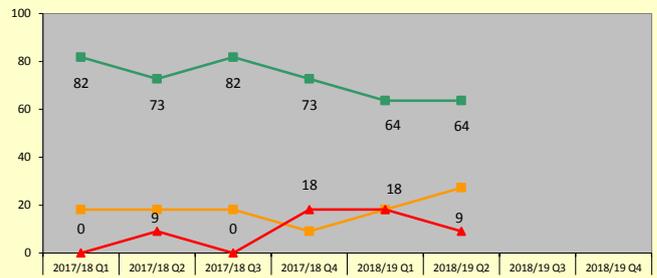
Compliments received during 2018/19 Quarter 2

Commissioning and Customer Contact	20
Economy and Community	4

Service Perspective

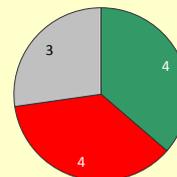
Service plans: performance indicators and actions

Indicators and targets per quarter (%)



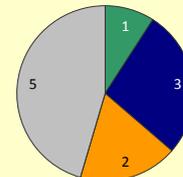
There are 11 indicators in total. Green: target achieved. Amber: within tolerance. Red: target missed.

Indicators improved or deteriorated from 2017/18 Q2



Green: improved.
Red: deteriorated.
Grey: static or no data.

Indicator quartile positions in latest available data



Green: best 25%.
Blue: above median.
Amber: below median.
Red: worst 25%.
Grey: no data.

Actions in 2018/19 service plans



Green: complete or in progress.
Amber: action due this quarter.
Red: action overdue.
Grey: action cancelled.

Corporate Perspective

Revenue budget

At end of 2018/19 Quarter 2	Budget 18/19	Projected year-end position
Commissioning, Environment & Leisure	£5,460,020	£253,000 (5%) Underspend
Housing, Economy and Community Services	£3,049,400	£4,000 (0%) Overspend

Capital expenditure

At end of 2018/19 Quarter 2	Budget 18/19	Actual spend
Commissioning, Environment & Leisure	£2,384,000	£108,000 (5%)
Housing, Economy and Community Services	£35,325,000	£7,288,000 (21%)

Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 2: **0**

Where adverse opinions are received, details are provided here.
No adverse opinions were received in 2018/19 Quarter 2.

Summary from the Policy and Performance Team

This scorecard gives an overview of council performance on the Environment and Rural Affairs portfolio at the end of the second quarter of 2018/19. Some two-thirds of corporate performance indicators under this portfolio are meeting their targets, with an equal number of indicators improving from this point last year to those that have deteriorated; this is an improvement on last quarter given that targets have increased and half of the quarter one red indicators have improved to amber status. In addition, twice as many indicators for which national comparator data is available are performing above the national median as those performing below it. Complaint levels are stable and on a par with the same period last year, and timeliness in responding to them is generally good with an overall 97% responded to in 10 days. Service-plan actions continue to be well managed, and no adverse audit opinions were received during the quarter.

List of Exceptions for 2018/19 Quarter 2
Environment and Rural Affairs

Ref	Title/Description	Why is this red on the scorecard?
Performance indicators		
LI/TBC/01	Number of missed bins per annum	Red against y.t.d. target (target 1092; outturn 1406) Year-on-year deterioration (2017/18 Q2: 885; 2018/19 Q2: 1406)
NI 195a	Improved street and environmental cleanliness: Litter	Year-on-year deterioration (2017/18 Q2: 2%; 2018/19 Q2: 4%). Note that this indicator remains Green against the target (4%).
NI 195b	Improved street and environmental cleanliness: Detritus	Year-on-year deterioration (2017/18 Q2: 6%; 2018/19 Q2: 7%). Note that this indicator remains Green against the target (8%).
NI 195a	Improved street and environmental cleanliness: Flyposting	Year-on-year deterioration (2017/18 Q2: 0%; 2018/19 Q2: 1%). Note that this indicator remains Green against the target (1%).

Planned actions

[No exceptions]

FINANCE AND PERFORMANCE

Balanced scorecard report for 2018/19 Quarter 2

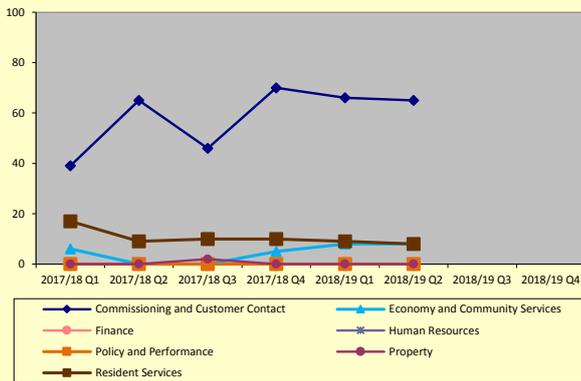


Cabinet Member: Cllr Dewar-Whalley • Deputy Cabinet Member: Cllr Wilcox & Cllr Kay

Customer Perspective

Customer feedback

Total complaints received per quarter (figures relate to whole departments)



Complaints responded to within 10 working days (target: 90%)

2018/19 Quarter 2	No. rec'd	No. timely	% timely
Commissioning and Customer Contact	65	63	97
Economy and Community Services	8	8	100
Finance	0	0	N/A
Human Resources	0	0	N/A
Property	0	0	N/A
Policy and Performance	0	0	N/A
Resident Services	8	8	100

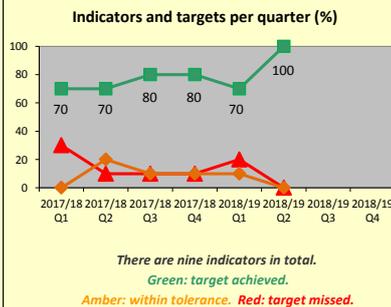
Compliments received during 2018/19 Quarter 2

Commissioning and Customer Contact	20	Economy and Community Services	4
Finance	0	Human Resources	0
Property	0	Policy and Performance	0
Resident Services	9		

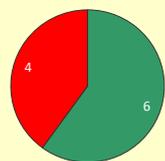
No complaints were referred to the Local Government Ombudsman during the quarter.

Service Perspective

Performance indicators

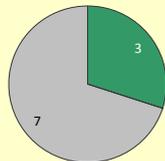


Indicators improved or deteriorated from 2017/18 Q2



Green: improved. Red: deteriorated. Grey: static or no data.

Quartile positions in latest available data



Green: best 25%. Blue: above median. Amber: below median. Red: worst 25%. Grey: no data.

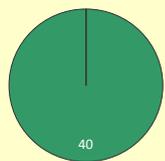
There are nine indicators in total. Green: target achieved. Amber: within tolerance. Red: target missed.

Summary from the Policy and Performance Team

This scorecard gives an overview of council performance on the Finance and Performance portfolio at the end of the second quarter of 2018/19. All ten corporate performance indicators under this portfolio are meeting their targets and more indicators have improved from this point last year than have deteriorated. Notably this is the best performance result in the last three years. Only three of this portfolio's indicators can be compared across authorities, with all three performing in the top quartile. Complaint levels have been stable for the last three quarters and on par with the same period last year and timeliness in responding to them is considerably above target with 98% overall responded to in 10 days. Four large projects have minor status deviations as highlighted in the exceptions reporting. Budgets and service-plan actions continue to be well managed and no adverse audit opinions were received during the quarter.

Planned actions

Actions in 2018/19 service plans

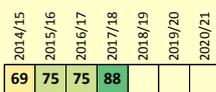


Green: complete or in progress. Amber: action due this quarter. Red: action overdue. Grey: action cancelled.

Mid-Kent ICT performance

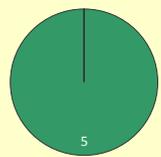
Annual customer satisfaction survey

Satisfaction with Mid-Kent ICT (%)



The target is 75% of respondents satisfied or very satisfied.

Indicators and targets 2018/19 Quarter 2



Green: target achieved. Amber: within tolerance. Red: target missed. Grey: no data.

Large projects status

Income generation	Green
Sittingbourne skatepark	Amber
Transformation	Amber
Local Plan	Green
Community Infrastructure Levy	Green
Sittingbourne town centre	Amber
Multistorey car park	Amber
Leisure contract replacement	Green
Faversham Recreation Ground	Green

Key

No current or future changes envisaged, to timescales, budget, quality or risks since last report.

Minor deviation from current or envisaged future timescales, budget, quality or risks, since last report.

Significant deviation from current or envisaged future timescales, budget, quality or risks, since last report.

Corporate Perspective

Budget monitoring

At end of 2018/19 Quarter 2	Revenue budget			Capital expenditure	
	Budget 18/19	Projected year-end position		Budget 18/19	Actual spend
Commissioning, Environment & Leisure	£5,460,020	£253,000 (5%) Underspend		£2,384,000	£108,000 (5%)
Housing, Economy and Community Services	£3,049,400	£4,000 (0%) Overspend		£35,325,000	£7,288,000 (21%)
Finance, Revenue & Benefits	£2,928,200	£84,000 (3%) Underspend		£0	£0 (%)
Human Resources	£379,170	£39,000 (10%) Underspend		£0	£0 (%)
Policy, Communications & Customer Service	£1,160,490	£5,000 (0%) Overspend		£0	£0 (%)
Property	£555,490	£0 (0%) Underspend		£73,000	£73,000 (100%)

Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 2: 0

Where adverse opinions are received, details are provided here.
No adverse opinions were received in 2018/19 Quarter 2.

List of Exceptions for 2018/19 Quarter 2

Finance and Performance

Ref	Title/Description	Why is this red on the scorecard?
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Performance indicators

BV12a	Working days lost due to sickness absence (long-term)	Year-on-year deterioration (2017/18 Q2: 3.06 days; 2018/19 Q2: 3.77 days). Note that this indicator remains Green against the target (3.8).
BV12b	Working days lost due to sickness absence (short-term)	Year-on-year deterioration (2017/18 Q2: 1.11 days; 2018/19 Q2: 1.49 days). Note that this indicator remains Green against the target (1.6).
BV8	Percentage of invoices paid on time	Year-on-year deterioration (2017/18 Q2: 99.3%; 2018/19 Q2: 99.1%). Note that this indicator remains Green against the target (97%).
BV9	Percentage of council tax collected	Year-on-year deterioration (2017/18 Q2: 62.5%; 2018/19 Q2: 62.2%). Note that this indicator remains Green against the target (60%).

Planned actions

[No exceptions]

RED or AMBER Project Status Updates

Sittingbourne skatepark	Delays by contractor in getting Ecology pre-commencement conditions discharged
Transformation	Delays to some reviews as members of the team diverted to work on digital projects and ensure implementation of essential corporate systems.
Sittingbourne town centre	Delays due to the roadworks associated with the re-routing of the A2 taking longer than programmed
Multistorey car park	Delays due to the additional utility and drainage works that were required on site at the start of the project.

HOUSING AND SAFER COMMUNITIES

Balanced scorecard report for 2018/19 Quarter 2

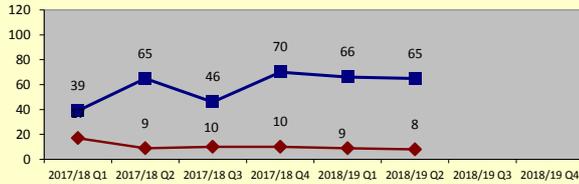


Cabinet Member: Cllr Horton • Deputy Cabinet Member: Cllr A Booth

Customer Perspective

Customer feedback

Total complaints received per quarter (figures relate to whole departments)



Complaints responded to within 10 working days (target: 90%)

2018/19 Quarter 2	No. rec'd	No. timely	% timely
Resident Services	8	8	100

No complaints were referred to the Local Government Ombudsman during the quarter.

Compliments received during 2018/19 Quarter 2

Resident Services	9
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Summary from the Policy and Performance Team

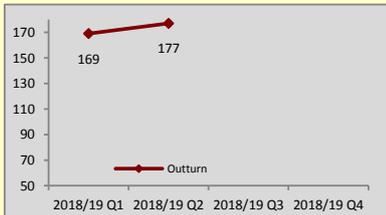
This scorecard gives an overview of council performance on the Housing and Safer Communities portfolio at the end of the second quarter of 2018/19.

This scorecard is currently being redesigned following the change to Cabinet portfolios, revisions to housing legislation and availability of data.

Complaint numbers under this portfolio remain stable and on par with the same period last year, whilst timeliness in responding to them has improved to 100% within the target time of 10 days. Service-plan actions continue to be well managed and no adverse audit opinions were received during the quarter. Antisocial behaviour values have risen slightly in the last quarter but remain lower than the same period last year. The all crime statistic has dropped marginally since Q1 and remains at this level due to the changes to the recording standards and definitions (more crimes can now be recorded per incident depending on whether further issues are disclosed [such as historic ones] or there are multiple victims, etc.) The changes are only just being rolled out to other forces which will impact performance comparisons.

Service Perspective

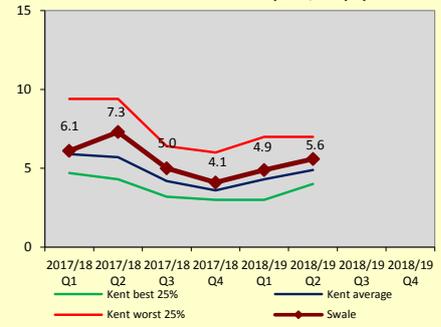
Number of households in temporary accommodation at end of quarter



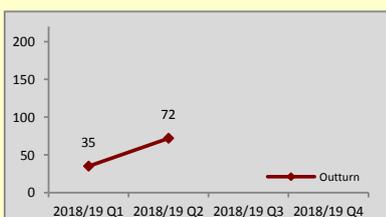
Number of long-term empty homes brought back into use (cumulative)



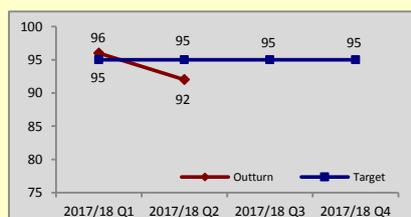
Antisocial behaviour incidents per 1,000 population



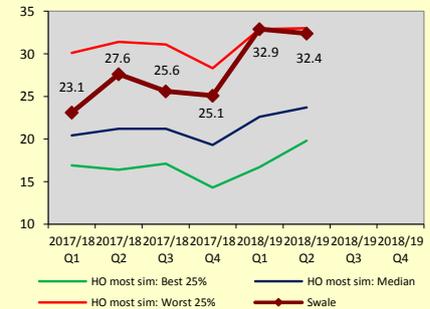
Number of DFG grants completed (cumulative)



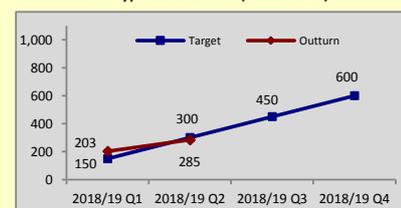
Enforcement action responses within seven working days (%)



All crime per 1,000 population



Number of jobs completed under the handyperson scheme (cumulative)



Gross number of affordable homes delivered (cumulative)



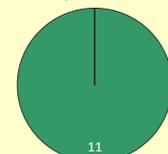
Corporate Perspective

Budget Monitoring

At end of 2018/19 Quarter 2	Revenue budget		Capital expenditure	
	Budget 18/19	Projected year-end position	Budget 18/19	Actual spend
Housing, Economy and Community Services	£3,049,400	£4,000 (0%) Overspend	£35,325,000	£7,288,000 (21%)

Planned actions

Actions in 2018/19 Service Plans



Green: complete or in progress. Amber: action due this quarter. Red: action overdue. Grey: action cancelled

Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 2

0

Where adverse opinions are received, details are provided here.

No adverse opinions were received in 2018/19 Quarter 2.

**List of Exceptions for 2018/19 Quarter 2
Housing and Safer Communities**

Ref	Title/Description	Why is this red on the scorecard?
Performance indicators		
CSP/0001	All crime per 1,000 population	Red against target (target: 101.3 crimes ; outturn: 112.8 crimes). Year-on-year deterioration (2017/18 Q2: 86.1 crimes). (Note: Crime figures on the scorecard are provided on a discrete quarterly basis for ease of visual comprehension, but the corporate performance indicator is based on rolling years.)
NI 155	Number of affordable homes delivered	Red against target (target: 40; outturn: 28). Year-on-year deterioration (2017/18 Q2: 51; 2018/19 Q2: 28).
NI 156	Number of households living in temporary accomodation	Red against target (target: 151; outturn: 178 households). Year-on-year deterioration (2017/18 Q2: 157 households; 2018/19 Q2: 178 households).

Planned actions

[No exceptions]

PLANNING SERVICES

Balanced scorecard report for 2018/19 Quarter 2

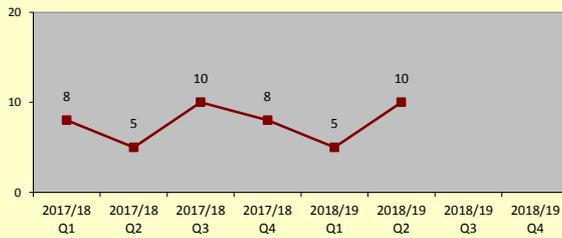


Cabinet Member: Cllr Lewin • Deputy Cabinet Member: Cllr Mulhern & Cllr Hunt

Customer Perspective

Customer feedback

Total complaints received per quarter



Complaints responded to within 10 working days (target: 90%)

2018/19 Quarter 2	No. rec'd	No. timely	% timely
Development Services	10	10	100

No complaints were referred to the Local Government Ombudsman during the quarter.

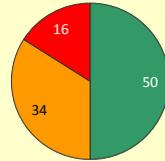
Self-build and custom housebuilding register

Number of applicants on the register at the end of each quarter

17/18 Q1	17/18 Q2	17/18 Q3	17/18 Q4	18/19 Q1	18/19 Q2	18/19 Q3	18/19 Q4
22	37	38	43	48	53		

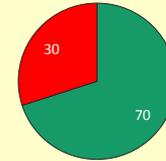
Planning customer satisfaction survey 2018

Overall how would you rate the Planning Service? (%)



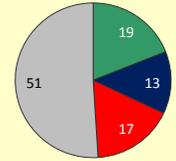
Green: good or very good. Amber: fair. Red: poor or very poor. Based on 55 responses.

How satisfied are you with service in the last 18 months?



Green: very or fairly satisfied. Red: very or fairly dissatisfied. Based on 55 responses.

How does Swale compare to other planning authorities? (%)



Green: Swale better. Blue: Both the same. Red: Swale worse. Grey: Don't know. 55 responses.

Summary from the Policy and Performance Team

This scorecard gives an overview of council performance on the Planning Services portfolio at the end of the second quarter of 2018/19. In this quarter only one indicator did not achieve target. In addition, three of the four indicators for which national comparator data is available are performing above the national median and the performance of five of the eight corporate indicators has improved from Q2 2017/18. Complaints increased in this quarter, notably and coincidentally following the same pattern in the last three quarters as the previous three quarters and all were responded to within 10 working days. Performance on planning enforcement timeliness and the processing of applications both remain above target, with planning income exceeding target due to significant major applications being received. Service-plan actions continue to be well managed and no adverse audit opinions were received during the quarter.

Service Perspective

Planned actions

Actions in 2018/19 service plans



Green: complete or in progress. Amber: action due this quarter. Red: action overdue. Grey: action cancelled.

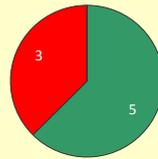
All corporate performance indicators

Indicators and targets (RAG)



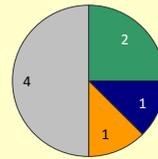
Green: target achieved. Amber: within tolerance. Red: target missed. Grey: no data or no target.

Indicators improved or deteriorated from 2017/18 Q2



Green: improved. Red: deteriorated. Grey: static or no comparator data.

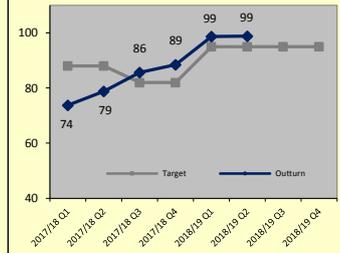
Indicator quartile positions in latest available data



Green: best 25%. Blue: above median. Amber: below median. Red: worst 25%. Grey: no data.

Planning enforcement

Cases where complainant is informed of outcome within 21 days (%)



Housing land supply

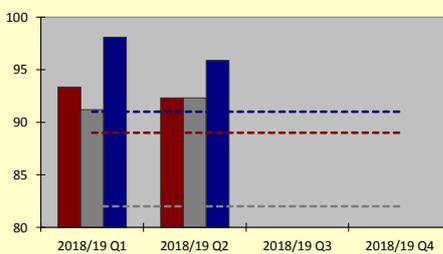
Five-year supply at 12/2017

	Dwellings
Five-year requirement*	4,261
Supply to 2020/21:	4,536
Equivalent years of supply:	5.3
Supply as proportion of requirement:	

106.5%

*As per the Liverpool calculation, the requirement consists of the Local Plan requirement, plus recovery of shortfall to date, plus a 5% buffer.

Timeliness of processing applications



Percentage processed in 13 weeks (majors) or eight weeks (minors/others)^(*)
Brown: majors. Grey: minors. Blue: others. Dashes: targets. Bars: outturns.
^(*) Includes agreements to Extensions of Time

Planning fee income 2018/19



Corporate Perspective

Budget monitoring

At end of 2018/19 Quarter 2	Revenue budget			Capital expenditure	
	Budget 18/19	Projected year-end position		Budget 18/19	Actual spend
Development Services	£888,450	£5,000 (1%)	Overspend	£0	£0 (%)

Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 2: 0

Where adverse opinions are received, details are provided here.
No adverse opinions were received in 2018/19 Quarter 2.

Neighbourhood planning

Neighbourhood plans adopted:	1
Neighbourhood plans in development:	1

Absolute number of plans adopted and in development since 2011/12.

**List of Exceptions for 2018/19 Quarter 2
Planning Services**

Ref	Title/Description	Why is this red on the scorecard?
Performance indicators		
LI/DC/DCE/006	Proportion of planning applications refused	Red against target (target: 15%; outturn: 15.9%). Year-on-year deterioration (2017/18 Q2: 15.6%; 2018/19 Q2: 15.9%).
LI/DC/DCE/004	Percentage of delegated decisions (officers)	Year-on-year deterioration (2017/18 Q2: 92.1%; 2018/19 Q2: 91.4%). Note that this indicator is Green against target (86.5%)
NI 157a	Processing on planning applications: major (within 13 weeks)	Year-on-year deterioration (2017/18 Q2: 93.9%; 2018/19 Q2: 92.3%). Note that this indicator is Green against target (89%)

Planned actions

[No exceptions]

REGENERATION

Balanced scorecard report for 2018/19 Quarter 2



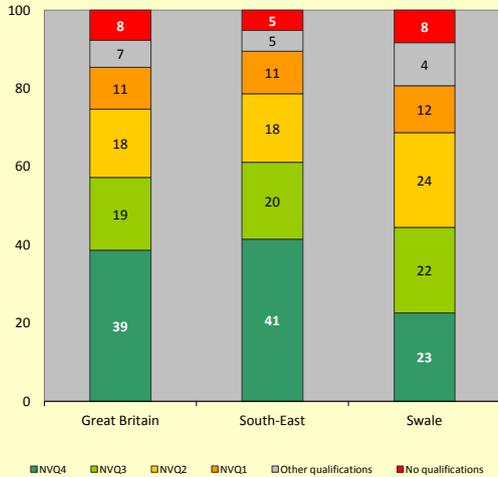
Cabinet Member: Cllr Cosgrove • Deputy Cabinet Member: Cllr Beart

Portfolio Perspective: Business and Skills

Swale skills profile

Proportion of workforce by NVQ qualification level (%)

Data from December 2017



Rateable business income

Net total business rates due for the year, adjusted quarterly for new and deleted liabilities (£m)



Service Perspective

Planned actions

Actions in 2018/19 service plans



Green: complete or in progress. Amber: action due this quarter. Red: action overdue. Grey: action cancelled.

Summary from the Policy and Performance Team

This scorecard gives an overview of council performance and wider demographic information on the Regeneration portfolio at the end of the second quarter of 2018/19. As with all the scorecards, it is focused on areas of the portfolio which can be managed quantitatively rather than, for example, large bespoke projects.

Whilst there are also other areas of focus, with specific regard to the STC project;

- + Lighting columns in forum car park are now operational.
- + Erith have moved their site offices back to SBC section of St Michaels Rd car park to allow handover of leisure site to PDR.
- + Notwithstanding outstanding and snagging items, the road sections and taxi rank are now open around the station.
- + Station St. now closed off to public and the cinema, hotel and restaurants development has commenced on site.
- + Spirit liaising with bus companies over bus movements / arrangements going forward.
- Development of the multi-storey car park;
- + Erection of main steel frame is now complete and liner sheeting and reinforcement matting for the decking has been installed.
- + Precast concrete retaining walls throughout the structure have been installed along with first fix electrics in available areas.
- + The concrete pour for the decking has now commenced
- + Majority of construction work for the main structure will be completed by end of December dependant on weather.

Corporate Perspective

Revenue budget

At end of 2018/19 Quarter 2	Budget 18/19	Projected year-end position
Housing, Economy and Community Services	£3,049,400	£4,000 (0%) Overspend

Capital expenditure

At end of 2018/19 Quarter 2	Budget 18/19	Actual spend
Housing, Economy and Community Services	£35,325,000	£7,288,000 (21%)

Adverse audit opinions

Number of poor or weak control opinions received during 2018/19 Quarter 2:

0

Where adverse opinions are received, details are provided here.

No adverse opinions were received in 2018/19 Quarter 2.

HEALTH & WELLBEING

Balanced scorecard report for 2018/19 Quarter 2



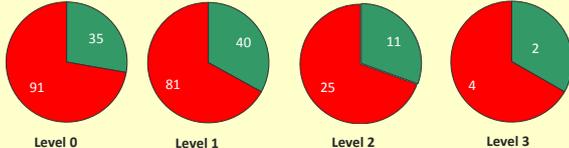
Cabinet Member: Cllr Aldridge • Deputy Cabinet Member: Cllr T Booth

Safeguarding Perspective

Safeguarding training

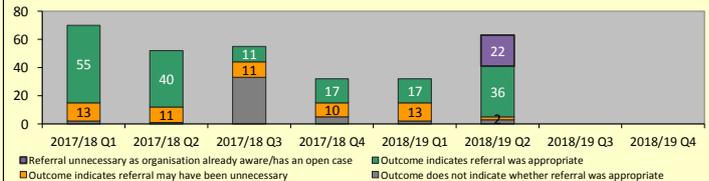
Staff up to date with mandatory training (by safeguarding role level)

Figures are absolute numbers of staff. Green: number up to date. Red: Number not up to date.



Safeguarding referrals

Safeguarding referrals made by SBC to external agencies (per quarter)



Summary from the Policy and Performance Team

This scorecard gives an overview of council performance on the Health and Wellbeing portfolio at the end of the second quarter of 2018/19.

Note that a number of referral outcomes are still pending. Additionally the new system allows us to capture the number logged where, due to good working partnerships, a referral was unnecessary as the organisation was already made aware / has an open case. These will now also be displayed on the graph, in purple. As part of our continuous improvement process, the safeguarding training results include the recently released domestic abuse training module that a number of staff are currently aiming to complete by the end of Quarter 3 (excluding the domestic abuse module, 82% of staff are up to date with safeguarding training.) A verbal update will be given on the progress to date.

List of Exceptions for 2018/19 Quarter 2

Regeneration

Ref	Title/Description	Why is this red on the scorecard?
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Performance indicators

[No exceptions]

Planned actions

ECS18/19/A007	Supporting business investment	Draft Vision discussed by SMT and Informal Cabinet. Developing long-term strategic approach for adoption in 2019
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List of Exceptions for 2018/19 Quarter 2

Health and Wellbeing

Ref	Title/Description	Why is this red on the scorecard?
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Performance indicators

[No exceptions]

Planned actions

[No exceptions]

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

February 2019 - May 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>Amendment to the Council Tax Premium for Long-Term Empty Properties</p> <p>The Rating (Property in Common Occupation) and Council Tax (Empty Dwellings) Act increases the empty property premium's maximum level to 100% from 1 April 2019 for properties that have been empty for more than two years.</p> <p>The Revenues and Benefits Section is looking to increase the premium from 50% to 100% to encourage owners of empty properties to bring them back into use.</p>	Cabinet 6 February 2019	<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>Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk</p> <p>Zoe Kent</p>
	<p>Discretionary Business Rate Relief</p> <p>The Government has set-up a new discretionary business Rate relief for businesses whose rateable value is less than £51,000. The Council is required to design a local scheme detailing the types of retail businesses that are included in the scheme, following the Government guidelines.</p>	Cabinet 6 February 2019	<p>Key</p> <p>It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which</p>	Open		<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
			the decision relates.			
	<p>Disposal of 17/17A Station Street, Sittingbourne</p> <p>This report is to consider the potential disposal of the property formerly occupied by the Citizens Advice Service and is now surplus to requirements.</p>	Cabinet 6 February 2019	<p>Key</p> <p>It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	Part exempt		<p>Cabinet Member for Finance and Performance</p> <p>Kent Parker</p>
	<p>South Thames Gateway Building Control Partnership - 2019 to 2022 Business and Delivery Plan</p> <p>To agree the Business and Delivery Plans for South Thames Gateway Building Control.</p>	Cabinet 6 February 2019	<p>Non-Key</p> <p>This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working</p>	Part exempt		<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 an area comprising two or more wards or electoral divisions in the area of the local authority.			
	<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	<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>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	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Leader</p> <p>David Clifford davidclifford@swale.gov.uk</p>
	Treasury Management Strategy Statement and Investment Strategy 2019/20	Cabinet 6 February 2019	<p>Non-Key</p> <p>This is not a key decision as it will be considered</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>

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
	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.		and decided by full Council.			
	Recommendations from the Swale Joint Transportation Board meeting held on 17 December 2018	Cabinet 6 February 2019	Non-Key	Open		Cabinet Member for Finance and Performance
	Potential disposal of closed public conveniences This report is to consider the potential disposal of closed public conveniences in Newington and Queenborough.	Cabinet 20 March 2019	Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Part exempt		Cabinet Member for Finance and Performance Kent Parker

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
	Recommendations from 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
	Recommendations from the Swale Joint Transportation Board meeting held on 18 March 2019	Cabinet 20 March 2019	Non-Key	Part exempt		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
	Warden Bay Land (junction Imperial Drive and Cliff Drive) Community Asset Transfer Date for decision to be confirmed. 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	Cabinet	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	Open		Cabinet Member for Finance and Performance Sophia Ramm

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.		communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			

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Scrutiny Committee work programme - 2018/19

Review title	Reviewers	Status	15-Jan	23-Jan	27-Feb
Quarterly budget monitoring	Committee	Live		2nd Qtr	
Quarterly performance monitoring	Committee	Live	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	Deferred			

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