



AGENDA

SCRUTINY COMMITTEE MEETING

Date: Wednesday, 17 November 2021

Time: 7.00 pm

Venue: Virtual Meeting Via Skype*

Membership:

Councillors Lloyd Bowen (Chairman), Steve Davey, Mike Dendor (Vice-Chairman), Oliver Eakin, Tim Gibson, James Hall, Carole Jackson, Denise Knights, Pete Neal, Hannah Perkin, Ken Pugh and Corrie Woodford.

Quorum = 4

Pages

Information for the Public

*Members of the press and public can listen to this meeting live. Details of how to join the meeting will be added to the website on 16 November 2021.

Link to meeting: TO BE ADDED.

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1. Apologies for Absence and Confirmation of Substitutes
2. Minutes

To approve the [Minutes](#) of the Meeting held on 23 September 2021 (Minute Nos. 317 – 323) and the [Minutes](#) of the Extraordinary Meeting

- held on 21 October 2021 (Minute Nos. 394 - 397) as a correct record.
3. 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 Interests (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 meeting 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.

4. 2021-22 Q2 Scrutiny Performance Report 3 - 12

The Committee is asked to consider the Performance Monitoring Report Quarter 2 (July 2021 – September 2021).

5. Cabinet Forward Plan 13 - 18

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

Issued on Tuesday, 9 November 2021

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**

Scrutiny Meeting	
Meeting Date	17 November 2021
Report Title	Performance Monitoring – 2021/22 Quarter 2
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
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 performance management report for the second quarter of 2021/2022 (July – September 2021) as previously reported to SMT and informal Cabinet (attached as Appendix I).

2 Background

- 2.1 This is the second performance report for the current financial year as explained within the report attached.

3 Proposal

- 3.1 Scrutiny are asked to **note** the Performance Management Report for 2021/2022 Q2 as attached at Appendix I.

4 Appendices

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

- Appendix I: Performance Management Report: September 2021

5 Background Papers

- Previous SMT performance reports

SMT Meeting	Agenda Item: x
Meeting Date	26 October 2021
Report Title	Performance Management Report: September 2021
Cabinet Member	Cllr Roger Truelove, Leader and Cabinet Member for Finance
SMT Lead	David Clifford, Head of Policy, Communications and Customer Service
Head of Service	David Clifford, Head of Policy, Communications and Customer Service
Lead Officer	Tony Potter, Policy and Performance Officer
Recommendations	That SMT <i>notes</i> the latest performance position

1 Purpose of Report and Executive Summary

- 1.1 This is the quarterly performance report for the period ending September 2021, summarising the Council's performance against the corporate indicators for the second quarter of the financial year to 30 September 2021.
- 1.2 At the end of September **72% of all indicators are Green**, **9% are Amber**, and **19% are Red**.
- 1.3 More detail on each of the performance indicators on which this report is based can be accessed online at <http://www.swale.gov.uk/monthly-performance-monitoring/>.

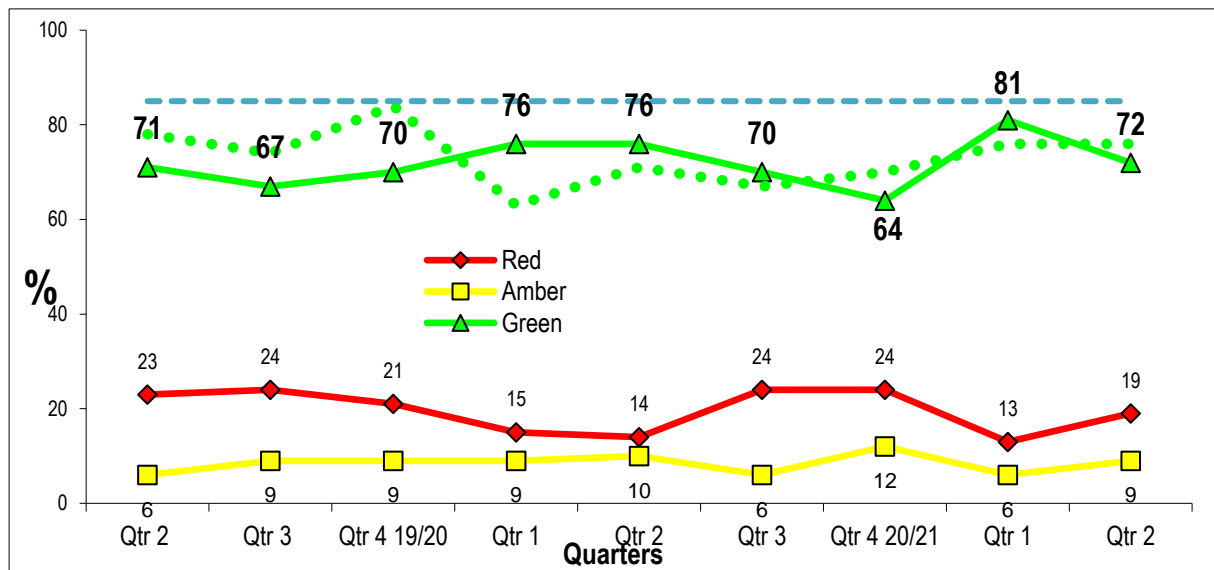
2 Background

- 2.1 This report follows on from the previous monthly reports.
- 2.2 SMT are asked to **note** the following:

Year-to-date performance – all corporate indicators

- 2.3 Combining both monthly and quarterly KPI performance results together, shows that for Quarter 1:
- twenty-three indicators (**72%**) are meeting target (**Green**);
 - three indicators (**9%**) are within 5% of meeting target (**Amber**); and
 - six indicators (**19%**) are more than 5% adrift of target (**Red**).
- 2.4 The status of all indicators is attached as Appendix I
- 2.5 Chart 1 below tracks the year-to-date progress of all corporate indicators for the current and previous eight quarters.

Chart 1: Percentage of all corporate indicators achieving target at 30 September 2021



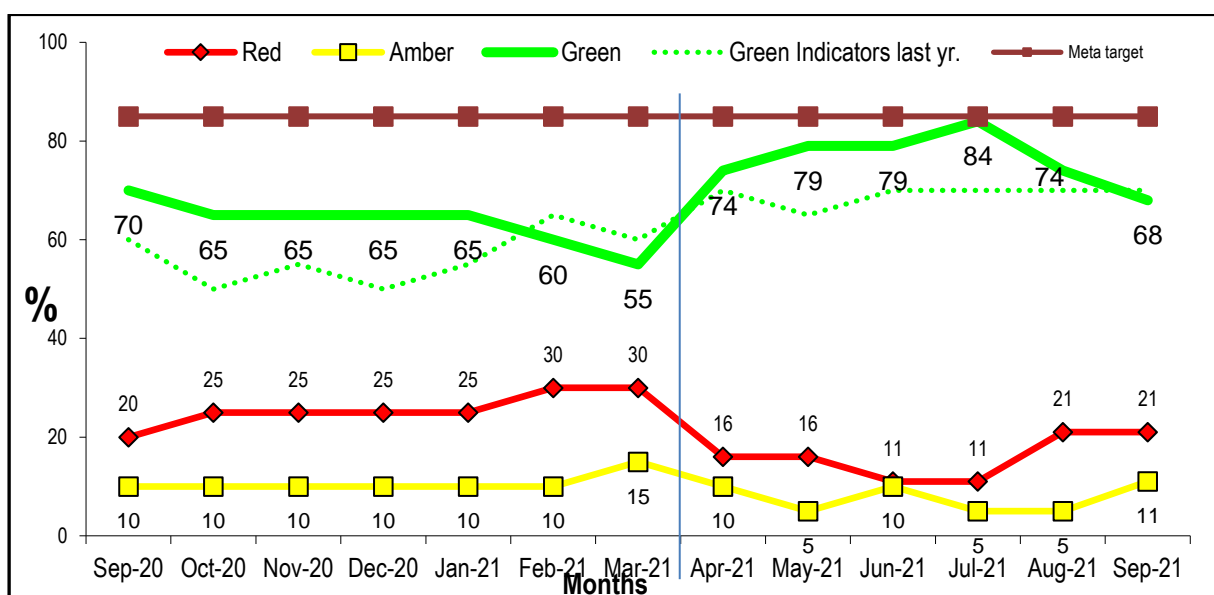
Year-to-date performance – monthly indicators

2.6 A summary of performance against the 19 corporate indicators which are routinely reported on a monthly basis, shows that for the year to 30 September:

- thirteen indicators (68%) are meeting target (Green);
- two indicators (11%) are within 5% of target: (Amber); and
- four indicators (21%) are more than 5% adrift of target (Red).

2.7 Chart 2 below tracks the year-to date progress of monthly reported indicators. The current outcome is on par with the same period last year and 13% higher than the year end value for 2020/21







Chart 2: Percentage of all monthly indicators achieving target at 30 September 2021









Red and amber indicators this period

2.8 There are six year-to-date red indicators this month, as detailed in Table 1, together with related commentary.

Table 1: YTD Red indicators as at 30 September 2021










This period	Last period	Ref	Description	YTD	21-22 target	Managers Commentary
		LI/DC/DC E/007	Planning Enforcement - Informing complainant within 21 days	63.6%	95%	Performance severely impacted by three vacant positions (although Senior role currently covered by Agency worker). It was originally intended that two new permanent officers should be in place by end of October, one with experience and the other taking time to come up to speed following training. However, the experienced officer's references were not satisfactory, so this position is being readvertised with a closing date of 20 October. The third position for a permanent senior enforcement officer also requires further advertising, whilst additional attempts to cover the vacant roles through agencies did not yield any suitable candidates.
		LI/LS/LC C01	Percentage of all Local Land Searches completed in 5 working days	89.1%	95%	The team has recently been through a successful recruitment campaign and are at full strength. However, this happened simultaneously with the ending of the Stamp Duty Exemption and the consequential short-term increase in workload. It is anticipated that the team should be working at target levels from October onwards,
		LI/IC/CS C/004	Percentage of calls to Customer Contact Centre answer. in 20secs	70.8%	75%	Abandoned target met for September however target of answering 75% of calls within 20 secs not quite reached (70%) Disruption to the waste service is ongoing and as a result enquiries are lengthy as CSA's are having to carry out more checks to provide all service history for the back office and contractor. The team have been involved in process mapping to support the new waste contract. In addition to this we had scheduled training on new service forms, commenced training for our new starter and all CSA's have had a trial run back in the office. We also experienced some intermittent technical issues during the month. The

Appendix I

						average time to answer a call is 58 secs.
		LI/CC/01	Number of missed refuse and recycling bins	1,194 ytd	961 ytd	This is the second month in succession and the fourth month out of six to date that the target has been achieved. However due to lower performance levels in June and July we are not achieving the ytd target. We are unlikely to achieve this target by the end of the year even if we achieve target every month for the next two quarters.
		LI/HS/01	Number of long-term empty homes brought back into use	36 ytd	40 ytd	We are currently 10% below target. This is due to delays with the Probate Office and difficulties homeowners have with obtaining building materials and contractors. It is hoped that these issues will subside and we will get back onto target as soon as possible.
		LI/EH/00 2	Food Hygiene – The percentage of food inspections completed that were due.	54.6%	90%	Two factors affected Q2 performance; staffing levels due to Covid 19 cases and self-isolation requirements, and dealing with poor hygiene standards in two businesses that required additional resource and response by officers. The impact was that some inspections carried over into the first weeks of October but have been completed where the businesses are open. We are also implementing the FSA Recovery Plan which prioritises new business inspections above low risk and compliant food business operators.

2.9 For information, Table 2 details the three indicators which are currently Amber.

Table 2: YTD Amber indicators at 30 September 2021

YTD Status	This period	Last period	Ref	Description	YTD	2021/22 target	Variance
			BV109a	Processing of planning apps: Major Applications (within 13 weeks)	87.0%	89.0%	2.3% of target
			BV218a	Abandoned vehicles - % investigated within 24hrs	95.6%	99.75%	4.2% of target
			NI 191	Residual household waste per household	135kgs	132kgs	2.3% of target

Monitored performance indicators (MPIs)

2.10 Nine monthly and eight quarterly performance indicators are monitored as opposed to managed and reported separately as detailed in Table 3 below.

2.11 Please note that crime performance stats are normally reported one to two months in arrears. Currently the latest report available is up to the end of August 2021.

Table 3: Monitored performance indicators as at 30 September 2021






Freq.	Ref	Description	Previous value	Current value
Monthly	NI 156	Number of households living in temporary accommodation	314	321
	LI/CSC/006	Long-term working days lost due to sickness absence	1.96 days	2.23 days
	LI/CC/MON16	% of fly-tipping incidents attended to within 3 working days	93%	100%
	LI/EC/MON10	Swale Means Business – Website analytics	263	178
	LI/EC/MON11	No. of Visitor Economy Businesses supported by ECS	4	4
	LI/EC/MON28	Swale VCS – Number of enquiries received	6	9
	LI/EC/MON2	No. of enquiries to the business support service	61	31
	LI/HO/MON9	Rough Sleepers in Accommodation	34	36
	LI/DC/DC/CE/006	Refused Planning Applications	13.8%	13.6%

Quarterly	NI 155	Number of affordable homes delivered	36	110
	LI/CSC/006	Complaints escalated to Stage 2	7%	4%
	CSP/001	All crime per 1000 population	95.5	96.1
	HO/MON7	Percentage of households who secured accommodation for 6+ months when prev. duty ended	50%	64%
	HO/MON8	Percentage of households who secured accommodation at the end of relief duty	30%	26%
	EC/MON33	Safeguarding training (% of all staff fully trained)	56.2%	56.8%
	LI/CEL/001	No. of visits to Council owned or supported leisure centres	62,287	107,927
	LI/CSC/001	% of contacts transacted digitally compared to other methods of contact to Customer Services	54%	52%

Planning performance designation

- 2.12 In 2013 DCLG (now DLUHC) introduced a measure to manage authorities' underperformance in the quality and timeliness of decision making on Major (and later added Non-Major) planning applications.
- 2.13 'Designation' will occur when an indicator exceeds set thresholds over a two-year rolling period, with additional penalties applied for failing to report at all. Current performance and thresholds are as indicated in Table 4.
- 2.14 As can be seen from Table 4, based on current performance Swale will not be in a position of Designation.

Table 4: Rolling two-year designation performance at 30 September 2021

Status	Indicator	Designation criteria	Threshold	Most recent assessment	Current assessment
	Percentage of major applications determined in 13 weeks	Lower % than threshold	60%	84.5% (06/2021)	84.0%
	Percentage of major planning applications overturned at appeal (= overturns / total major applications)	Higher % than threshold	10% (9/97)	3.5% (03/2020)	3.1% (3/97)
	Percentage of non-major applications ⁽¹⁾ determined in 8 weeks	Lower % than threshold	70%	95.2% (06/2021)	95.2%
	Percentage of non-major applications overturned at appeal (= overturns / total non-major applications)	Higher % than threshold	10% (169/1695)	1.9% (12/2019)	4.2%** (64/ 1536)
	Number of missed quarterly returns to DCLG	More than threshold	2	0	0

(1) Non-major applications are defined as minor developments plus 'Change of Use' and 'Householder Developments' (PS2 codes 13-21)

** Manually calculated worst case estimate

3 Proposals

- 3.1 SMT are asked to **note** the contents of this report.

4 Alternative Options

- 4.1 There are no alternative options as this report is for noting only.

5 Consultation Undertaken or Proposed

- 5.1 Heads of Service and relevant senior managers have been consulted in preparing this report.

6 Implications

Corporate Plan	Without putting in place appropriate performance management arrangements the Council may not be able to demonstrate how it achieves the corporate plan and its objectives.
Financial, Resource and Property	None specific to this report.
Legal and Statutory	The Council continues to have a statutory duty to report certain performance-related information to central government and its departments. In addition, as part of the emerging transparency agenda, there is a requirement to make performance information available to the community. Swale publishes regular monthly performance reports on its website at http://www.swale.gov.uk/monthly-performance-monitoring/ .
Crime and Disorder	There are no direct crime and disorder implications.
Environmental Sustainability	There are no direct sustainability implications. However, there are a number of sustainability related indicators featured in the Council's current set of performance indicators.
Health and Wellbeing	There are no direct health and wellbeing implications, although many aspects of Council performance will have a bearing on the health and wellbeing of residents.
Risk Management and Health and Safety	Not managing performance appropriately may result in the Council not achieving its priorities, resulting in risk to its reputation.
Equality and Diversity Implications	There are no direct equality and diversity implications. However, there are a number of equality and diversity related indicators featured in the Council's current set of performance indicators.

7 Appendices

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

- Appendix I: KPI performance overview YTD

8 Background Papers

8.1 Previous performance reports

KPI performance overview YTD

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Monthly Performance Indicators		21/22 Target	Apr 21	May 21	Jun 21	July 21	Aug 21	Sep 21	Oct 20	Nov 20	Dec 20	Jan 21	Feb 21	Mar 21	2021 Outcome	
Record of monthly results reported MONTHLY (Colour = YEAR TO DATE)																
BV8	Percentage of invoices paid on time (within 30 days)	97%	G	G	G	A	G	G	G	G	A	G	G	G	99.7%	
BV9	Percentage of Council Tax collected	94	G	G	G	G	G	G	G	G	G	G	G	G	95.5%	
BV10	Percentage of Non-domestic Rates collected	90	G	G	G	G	G	G	G	G	G	G	G	G	93.4%	
BV12b	Short-term working days lost due to sickness absence	3.2 days	G	G	G	G	G	G	G	G	G	G	G	G	1.0 days	
BV78a	Speed of processing – new Housing /Council Tax Benefit claims	20 days	G	G	G	G	G	G	G	G	G	G	G	G	12.9 days	
BV78b	Speed of processing - changes of circumstances for HB/CTB claims	9days	G	G	G	G	G	G	G	G	G	G	G	G	5.4 days	
BV109a	Processing of planning apps: Major Applications (within 13 weeks)	89%	G	R	G	G	G	R	G	A	G	G	A	R	88.2%	
BV109b	Processing of planning apps: Minor Applications (within 8 weeks)	82%	G	G	G	G	G	G	G	G	G	G	G	G	91.7%	
BV109c	Processing of planning apps: Other Applications (within 8 weeks)	91%	G	G	G	G	G	G	G	G	G	G	G	G	98.8%	
BV218a	Abandoned vehicles - % investigated within 24hrs	99.75%	A	A	A	R	R	G	G	G	G	A	A	A	98.4%	
LI/DC/DCE/004	Percentage of delegated decisions (Officers)	86.5%	G	G	G	G	G	G	G	A	G	G	G	G	91.5%	
LI/DC/DCE/007	Planning Enforcement - Informing complainant within 21 days	95%	R	R	R	A	R	R	G	G	G	A	R	R	84.7%	
LI/IC/CSC/002	Percentage of abandoned calls	8.5%	G	G	G	G	G	G	G	G	G	G	G	G	6.5%	
LI/IC/CSC/004	Percentage of calls to Customer Contact Centre answer. in 20secs	75%	R	G	A	A	R	R	R	R	G	G	R	R	66.7%	
LI/LS/LCC01	Percentage of all Local Land Searches completed in 5 working days	95%	R	A	R	A	G	R	R	R	G	G	G	G	94.3%	
LI/CC/01	Number of missed bins per annum	2301	G	G	R	R	G	G	R	R	G	G	G	G	3489	
LI/TBC/02	Proportion of Major Planning Applications overturned at appeal	10%	G	G	G	G	G	G	R	G	G	G	G	G	2.0%	
NI 191	Residual household waste per household	528kgs	G	G	R	G	G	G	R	R	R	R	G	R	504kgs	
NI 192	Percentage of household waste sent for reuse, recycling and comp	42%	A	G	G	G	A	G	R	R	R	R	R	R	41.6%	
MONTHLY INDICATOR RESULTS (x 19)		YEAR TO DATE (Colour)		14G	15G	15G	16G	14G	13G	13G	13G	13G	12G	11G		
				2A	1A	2A	1A	1A	2A	2A	2A	2A	2A	2A	3A	
				3R	3R	2R	2R	4R	4R	5R	5R	5R	5R	6R	6R	
		PERIOD TOTAL (TEXT)		14G	15G	13G	14G	15G	15G	13G	13G	15G	15G	14G	13G	
				2A	2A	2A	4A	1A	0A	0A	2A	1A	2A	1A		
				3R	2R	4R	1R	3R	4R	7R	5R	4R	3R	6R		
Monthly MPIs – Monitored Performance Indicators (no targets / performance not managed)			20/21 Mthly Ave.	A-M-J / Q1			J-A-S / Q2			O-N-D / Q3			J-F-M / Q4			
NI 156	Number of households living in temporary accommodation		279	279	269	281	315	314	321	279	278	283	299	287	292	
BV12a	Long-term working days lost due to sickness absence		0.44	0.51	0.99	1.44	1.91	1.96	2.23	2.7	3.28	3.80	4.06	4.49	5.29	
LI/CC/MON16	% of fly-tipping incidents attended to within 3 working days		95%	97	91	100	100	93	100	94	100	75	94	98.5	98.0	
LI/EC/MON10	Swale Means Business – Website analytics		323	586	194	273	202	263	178	250	185	159	405	304	650	
LI/EC/MON11	No. of Visitor Economy Businesses supported by ECS		29	44	16	14	10	4	4	3	42	25	31	27	76	
LI/EC/MON28	Swale VCS – Number of enquiries received		23	20	9	9	13	6	9	13	25	14	25	22	30	
LI/EC/MON2	No. of enquiries to the business support service		372	438	253	239	74	61	31	51	450	344	816	586	697	
LI/HO/MON9	Rough Sleepers in Accommodation		54	43	38	36	35	34	36	50	50	52	47	52	46	
LI/DC/DCE/006	Refused Planning Applications		16.6%	21.9	14.9	11.0	9.6	13.8	13.6	25.0	11.0	14.9	19.7	23.3	19.6	

Appendix I

Quarterly Performance Indicators Record of quarterly results reported QUARTERLY (Colour = YEAR TO DATE)		21/22 Target	Q1	Q2	Last Yr Q3	Last Yr Q4	2020/21 Outcome
LI/ICT/0006	Website availability	99%	G	G	G	G	99.8
BV79b(i)	Percentage of Recoverable Overpayments Recovered (HB) that are recovered during period	80%	G	R	G	G	100.0
LI/CSC/003	Complaints responded to within 10 working days	90%	G	G	G	G	92.9
LI/HS/01	Number of long-term empty homes brought back into use	90	G	R	R	R	74
NI188	Planning to Adapt to Climate Change	3	G	G	G	G	3
NI195i	Improved street and environmental cleanliness: Litter % at Grade B standard	95%	G	G	G	G	96
NI195ii	Improved street and environmental cleanliness: Detritus % at Grade B standard	93%	G	G	G	G	90
LI/EH/001	Percentage of Planning consultations responded to in 21 days	90%	R	G	G	G	94.7
LI/EH/002	Food Hygiene – The percentage of food inspections completed that were due.	90%	R	R	R	R	52.0
LI/IA/004	Audit recommendations implemented	95%	G	G	G	G	100
LI/CEL/002	Percentage of beach huts occupied	75%	G	G	G	G	88.5
LI/CEL/003	Percentage of disabled parking bay applications processed within 3 months	95%	G	G	G	G	100
LI/PAR/001	Civil enforcement officer accuracy rate	98%	G	G	G	G	99.8
YEAR TO DATE (Colour)			11G 0A 2R	10G 1A 2R	10G 0A 3R	10G 1A 2R	
QUARTERLY TOTAL (TEXT)			11G 0A 2R	10G 0A 3R	11G 0A 2R	11G 0A 2R	

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Quarterly MPis – Monitored Performance Indicators (no targets / performance not managed)		20/21 qtr. ave	Q1	Q2	Q3	Q4
NI155	Number of affordable homes delivered (gross / target)	70	36	110 (100)	204	283(75)
LI/CSC/006	Proportion of complaints escalating from Stage 1 (Service Unit) to Stage 2 (Chief Executive)	6%	7%	4%	5%	6%
CSP/0001	All crime per 1000 population	100.7	95.9	96.1	99.6	94.8
HO/MON7	Percentage of households who secured accommodation for 6+ months when prev. duty ended	58%	50%	64%	67%	56%
HO/MON8	Percentage of households who secured accommodation at the end of relief duty	26%	30%	26%	24%	31%
EC/MON33	Safeguarding training (% of training modules completed)	53.3%	56.2%	56.8%	48.5%	62.7%
LI/CEL/001	No. of visits to Council owned or supported leisure centres	18,247	62,287	107,927	4,753	0
LI/CSC/001	% of contacts transacted digitally compared to other methods of contact to Customer Services	50%	54%	52%	54%	43%

COMBINED INDICATOR RESULTS (x32)	YEAR TO DATE (Colour)	26G 2A 4R	23G 3A 6R	23G 2A 8R	21G 4A 8R
	PERIOD TOTAL (TEXT)	24G 2A 6R	25G 0A 7R	26G 1A 6R	24G 1A 8R

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

December 2021 - March 2022

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 Roger Truelove – Leader and Cabinet Member for Finance

Councillor Mike Baldock – Deputy Leader and Cabinet Member for Planning

Councillor Richard Palmer – Cabinet Member for Community

Councillor Monique Bonney - Cabinet Member for Economy and Property

Councillor Julian Saunders - Cabinet Member for Environment

Councillor Angela Harrison – Cabinet Member for Health and Wellbeing

Councillor Ben J Martin – Cabinet Member for Housing

Councillor Tim Valentine – Cabinet Member for Climate and Ecological Emergency

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
	Swale Cemetery Regulations 2021 To approve the report for implementation.	Cabinet 8 December 2021	Non-Key	Open		Councillor Julian Saunders - Cabinet Member for Environment Jay Jenkins
	Commissioning and Procurement Policy To adopt the new Commissioning and Procurement Policy.	Cabinet 8 December 2021	Non-Key	Open		Councillor Roger Truelove - Leader and Cabinet Member for Finance Charlotte Knowles
	Review of Fees and Charges 2022/23 The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2022/23 for submission to Council. Charges will take effect from 1 April 2022. It will be proposed to Council at the meeting on 12 January 2022.	Cabinet 8 December 2021	Non-Key	Open		Councillor Roger Truelove - Leader and Cabinet Member for Finance Phil Wilson
	Council Tax Support Scheme 2022/23 Required to review our Council Tax Support Scheme on an annual basis and to put a scheme in place by March 2022	Cabinet 8 December 2021	Key	Open		Roger Truelove rogertruelove@swale.gov.uk Zoe Kent

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Financial Management Report April to September 2021</p> <p>This report shows the revenue and capital projected outturn for 2021/22 as at the end of period 6, covering the period from April to September 2021.</p>	Cabinet 8 December 2021	Non-Key	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</p>
	<p>Safeguarding Policy Refresh 2021</p> <p>This report is to seek approval from Cabinet to adopt the revised Safeguarding Policy.</p>	Cabinet 8 December 2021	Non-Key	Open		<p>Councillor Angela Harrison - Cabinet Member for Health and Wellbeing</p> <p>Steph Curtis</p>
	<p>Healthy and Active Lives Framework</p> <p>To agree the final draft version of the framework and go out for an eight-week consultation.</p>	Cabinet 8 December 2021	Non-Key	Open		<p>Councillor Angela Harrison - Cabinet Member for Health and Wellbeing</p> <p>Russell Fairman</p>
	<p>Medium Term Financial Plan and 2022/23 Budget</p> <p>This report set out the Council's Medium Term Financial Plan and proposals for the 2022/23 Budget.</p>	Cabinet 8 December 2021	Non-Key	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</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
	Recommendations from the Local Plan Panel meeting held on 25 November 2021	Cabinet 8 December 2021	Non-Key	Open		Councillor Mike Baldock - Cabinet Member for Planning James Freeman
	Recommendations from the Swale Joint Transportation meeting held on 6 December 2021	Cabinet 8 December 2021	Non-Key	Open		
	Environmental Response Team Enforcement Policy To approve the Environment Response Team Enforcement policy.	Cabinet 9 February 2022	Non-Key	Open		Councillor Julian Saunders - Cabinet Member for Environment Jo Mapp
	Awarding of Contract - Pay Unit Replacement in Off-Street Car Parks To approve to enter into a contract with the preferred pay unit supplier following a tender process.	Cabinet 9 February 2022	Key	Open		Councillor Richard Palmer - Cabinet Member for Community Jeff Kitson
	Recommendations from the Local Plan Panel meeting held on 27 January 2022	Cabinet 9 February 2022	Non-Key	Open		Councillor Mike Baldock - 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>Treasury Management Strategy Statement and Investment Strategy 2022/23</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2022/23. It will be proposed to Council at the meeting on 23-2-22.</p>	Cabinet 9 February 2022	Non-Key	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</p>
	<p>Medium-Term Financial Plan and 2022/23 Budget</p> <p>This report set out the Council's Medium-Term Financial Plan and proposals for the 2022/23 Budget.</p> <p>It will be proposed to Council at the meeting on 23 February 2022 as an appendix to the Council Tax Resolution.</p>	Cabinet 9 February 2022	Non-Key	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</p>
	<p>Financial Management Report: April - December 2021</p> <p>This report shows the revenue and capital projected outturn for 2021/22 as at the end of period 9, covering the period from April to December 2021.</p>	Cabinet 16 March 2022	Non-Key	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</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>Healthy and Active Lives Framework</p> <p>To adopt the final version fo the framework to guide internal work and support external partners.</p>	Cabinet 16 March 2022	Non-Key	Open		<p>Councillor Angela Harrison - Cabinet Member for Health and Wellbeing</p> <p>Russell Fairman</p>
	Recommendations from the Swale Joint Transportation Board meeting held on 28 February 2022	Cabinet 16 March 2022	Non-Key	Open		
	Recommendations from the Local Plan Panel meeting held on 24 March 2022	Cabinet	Non-Key	Open		<p>Councillor Mike Baldock - Cabinet Member for Planning</p> <p>James Freeman</p>