

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

July 2020 - October 2020

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 Tim Valentine - Cabinet Member for Environment
Councillor Angela Harrison – Cabinet Member for Health and Wellbeing
Councillor Ben J Martin – Cabinet Member for Housing

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>Queenborough & Rushenden Regeneration HIF contract award</p> <p>A full procurement process is being undertaken to select a contractor to deliver the land raising works included in the Housing Infrastructure Fund (HIF) element of the Queenborough & Rushenden regeneration scheme. The tender closing date is scheduled for 15 July and a contract appointment date of 1st August is required to enable to timescales in the HIF agreement to be met.</p> <p>Delegated authority is being sought for the approval of the contractor following completed of the tender exercise and assessment.</p>	<p>Cabinet 8 July 2020</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Debbie Townrow</p>
	<p>Visitor Economy Framework Action Plan</p> <p>This report is requesting approval of the consultation draft of the Visitor Economy Framework Action Plan before the public consultation begins</p>	<p>Cabinet 8 July 2020</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in</p>	<p>Open</p>		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Lyn Newton</p>

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			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>Air Quality Management Areas (AQMA)</p> <p>To provide information relating to the declaration of 2 new AQMA's. These are for the exceedance of the annual average Air Quality Objective (AQO) for nitrogen dioxide (NO2) at Keycol Hill, Sittingbourne and the exceedance of the 24-hour mean AQO for Particulate Matter (PM10) at St Pauls Street, Sittingbourne.</p>	Cabinet 8 July 2020	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	Open		<p>Councillor Tim Valentine - Cabinet Member for Environment</p> <p>Julie Oates</p>

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	<p>Swale Borough Council and its approach to recovery</p> <p>As the country starts to phase out of lockdown, we have developed a recovery plan that responds to the different phases of recovery; immediate, medium term and long term.</p>	<p>Cabinet 8 July 2020</p>	<p>Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader</p> <p>Emma Wiggins</p>
	<p>Milton Creek Toilets Contract Award</p> <p>Report confirming the outcome of recent tender process for Milton Creek toilet block. Recommendation of contract award.</p>	<p>Cabinet 8 July 2020</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates.</p>	<p>Open</p>		<p>Councillor Tim Valentine - Cabinet Member for Environment</p> <p>Jay Jenkins</p>
	<p>Bartons Point Bridge Contract Award</p> <p>Report confirming the outcome of recent tender process for Bartons Point Footbridge. Recommendation of contract</p>	<p>Cabinet 8 July 2020</p>	<p>Key It is likely to result in the Council incurring expenditure above £100,000 or the making of</p>	<p>Open</p>		<p>Councillor Tim Valentine - Cabinet Member for Environment</p> <p>Jay Jenkins</p>

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	award.		savings which are, significant having regard to the local authority's budget for the service or function to which the decision relates. It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority..			
	Recommendations from the Extra-Ordinary Local Plan Panel meeting held on Thursday 11 June 2020	Cabinet 8 July 2020	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Councillor Mike Baldock - Cabinet Member for Planning James Freeman
	Contract for Post collection and delivery service The report seeks Cabinet approval to enter into a new five year contract for the collection	Cabinet 8 July 2020	Key It is likely to result in the Council incurring expenditure above £100,000	Open		Councillor Roger Truelove - Leader and Cabinet Member for Finance Anne Adams

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	and delivery of post at Swale House via the Crown Commercial Services Framework agreement.		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>Financial management report - financial outturn report 2019/20</p> <p>Cabinet is asked to consider this report which shows the revenue and capital outturn for 2019/20 and to approve rollovers into 2020/21.</p>	Cabinet 8 July 2020	<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>	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	Recommendations from the Local Plan Panel meeting held on Thursday 9 July 2020	Cabinet 23 September 2020	<p>Non-Key</p> <p>This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by</p>	Open		

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	<p>Financial Management Report: April – June 2020</p> <p>This report shows the revenue and capital projected outturn for 2020/21 as at the end of period 3, covering the period from April to June 2020.</p>	Cabinet 23 September 2020	Non-Key This is not a key decision as it is for information only.	Open		Councillor Roger Truelove - Leader and Cabinet Member for Finance Nick Vickers
	<p>Review of Fees and Charges</p> <p>The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2021/22 for submission to Council. Charges will take effect from 1 April 2021.</p>	Cabinet 28 October 2020	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Councillor Roger Truelove - Leader and Cabinet Member for Finance Nick Vickers
	<p>Financial Management Report April to September 2020</p> <p>This report shows the revenue and capital projected outturn for 2020/21 as at the end of period 6, covering the period from April to September 2020.</p>	Cabinet 9 December 2020	Non-Key This is not a key decision as it is for information only.	Open		Councillor Roger Truelove - Leader and Cabinet Member for Finance Nick Vickers

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	<p>Medium Term Financial Plan and 2021/22 Budget</p> <p>This report set out the Council's Medium Term Financial Plan and proposals for the 2021/22 Budget.</p>	<p>Cabinet 9 December 2020</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Medium Term Financial Plan and 2021/22 Budget</p> <p>This report set out the Council's Medium Term Financial Plan and proposals for the 2021/22 Budget.</p>	<p>Cabinet 10 February 2021</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Treasury Management Strategy Statement and Investment Strategy 2021/22</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2021/22. It will be proposed to Council at the meeting on 24-2-21</p>	<p>Cabinet 10 February 2021</p>	<p>Non-Key This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>
	<p>Financial Management Report: April – December 2020</p> <p>This report shows the revenue and capital projected outturn for 2020/21 as at the end of period 9, covering the period from April to December 2020.</p>	<p>Cabinet 17 March 2021</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Nick Vickers</p>

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	<p>Overarching enforcement policy</p> <p>The policy is intended as an umbrella policy and applies to all service areas of the Council with enforcement activity. The policy sets out what those who are on the receiving end of enforcement action should expect from the Council in how it discharges its responsibilities.</p>	Cabinet	<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 Roger Truelove - Leader</p> <p>Bob Pullen</p>
	<p>Webcasting Council Meetings</p> <p>To discuss webcasting Council meetings, including resource and data protection implications.</p>	Cabinet	<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</p>	Open		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Sarah Porter</p>

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			comprising two or more wards or electoral divisions in the area of the local authority.			
	<p>Council Beach Hut Policy</p> <p>The report sets out the future policies for the Council to support investment to increase beach hut provision in Swale, improved localised infrastructure which will help grow our tourism offer and operational and charging policies for hut users.</p>	Cabinet	<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>	Open		<p>Councillor Monique Bonney - Cabinet Member for Economy and Property</p> <p>Martyn Cassell</p>