

**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](mailto:democraticservices@swale.gov.uk) or by telephone on: 01795 417330. Fees may be charged in accordance with the Council's Fees and Charges policy.

Other documents relevant to the decision item may be submitted to the decision maker; please contact Democratic Services (contact details above) to request details of these documents as they become available.

Item	Decision item and background information	Decision maker, date of meeting	Key Decision	Will the report be exempt or have any exempt appendices?	List of the documents submitted to the decision maker	Lead Member and Lead Officer
	<p>Swale Cemetery Regulations 2021</p> <p>To approve the report for implementation.</p>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Julian Saunders - Cabinet Member for Environment</p> <p>Jay Jenkins</p>
	<p>Commissioning and Procurement Policy</p> <p>To adopt the new Commissioning and Procurement Policy.</p>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Charlotte Knowles</p>
	<p>Review of Fees and Charges 2022/23</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 2022/23 for submission to Council. Charges will take effect from 1 April 2022.</p> <p>It will be proposed to Council at the meeting on 12 January 2022.</p>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</p>
	<p>Council Tax Support Scheme 2022/23</p> <p>Required to review our Council Tax Support Scheme on an annual basis and to put a scheme in place by March 2022</p>	<p>Cabinet 8 December 2021</p>	<p>Key</p>	<p>Open</p>		<p>Roger Truelove rogertruelove@swale.gov.uk</p> <p>Zoe Kent</p>

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	<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>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		<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>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		<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>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		<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>	<p>Cabinet 8 December 2021</p>	<p>Non-Key</p>	<p>Open</p>		<p>Councillor Roger Truelove - Leader and Cabinet Member for Finance</p> <p>Phil Wilson</p>

<b>Item</b>	<b>Decision item and background information</b>	<b>Decision maker, date of meeting</b>	<b>Key Decision</b>	<b>Will the report be exempt or have any exempt appendices?</b>	<b>List of the documents submitted to the decision maker</b>	<b>Lead Member and Lead Officer</b>
	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

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	<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>

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	<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>