

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

**February 2016 - May 2016**

**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 Kenneth Pugh** - Cabinet Member for Community Safety and Health

**Councillor David Simmons** - Cabinet Member for Environmental and rural affairs

**Councillor Duncan Dewar-Whalley** - Cabinet Member for Finance

**Councillor John Wright** - Cabinet Member for Housing

**Councillor Mike Whiting** - Cabinet Member for Localism, Sport, Culture and Heritage

**Councillor Ted Wilcox** - Cabinet Member for Performance

**Councillor Mike Cosgrove** - Cabinet Member for Regeneration

**Councillor Gerry Lewin** - Deputy Leader and Cabinet Member for Planning

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>Inside Swale Procurement The report provides recommendations for the awarding of contracts for the provision of print and distribution services to the Council for its inside Swale residents' magazine following an open tender procedure.</p>	<p>Cabinet 3 February 2016</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>Leader  Sara Toal</p>
	<p>Minutes of the South Thames Gateway Building Control Joint Committee held on 10 December 2015</p>	<p>Cabinet 3 February 2016</p>	<p>Non-Key This is not a key decision because it is 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</p>	<p>Open</p>		<p>Cabinet Member for Planning  James Freeman</p>

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			in the area of the local authority.			
	Swale's Playing Pitch Strategy A draft playing pitch strategy for Swale has been developed out for consultation.	Cabinet 3 February 2016	Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Len Mayatt
	Faversham Recreation Ground - Proposed Heritage Lottery Fund Bid The purpose of this report will be to seek Members agreed to a draft masterplan and bid to the Heritage Lottery Fund for approximately £1.6m to improve Faversham Recreation Ground.	Cabinet 3 February 2016	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.	Open		Cabinet Member for Environmental and Rural Affairs  Graeme Tuff

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	<p>South Thames Building Control Partnership - Business Plan 2016-19 To agree the annual three year rolling business plan for the partnership.</p>	<p>Cabinet 3 February 2016</p>	<p>Non-Key This is not a key decision because it is not likely to result in the local authority incurring expenditure or savings in excess of £100,000 or to be significant in terms of its effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.</p>	<p>Open</p>		<p>Cabinet Member for Planning  James Freeman</p>
	<p>CCTV shared service - alternative delivery model Medway Council, who are contracted to deliver a shared service across Medway Council, Maidstone Borough Council, Gravesham Borough Council and Swale Borough Council CCTV infrastructures through a CCTV Partnership are proposing to create a new delivery model to carry out the CCTV Partnership service.</p>	<p>Cabinet 3 February 2016</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>Part exempt</p>		<p>Cabinet Member for Community Safety and Health  Charlotte Hudson</p>

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	<p>Supplementary environmental enforcement for litter and dog fouling - Tender Award</p> <p>Tenders were invited to provide a supplementary service to tackle litter and dog fouling by way of issuing Fixed Penalty Notices to offenders. A pilot project has been running which resulted in positive outcomes. This paper recommends the award of the contract to the preferred supplier.</p>	<p>Cabinet 3 February 2016</p>	<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>	<p>Open</p>		<p>Cabinet Member for Environmental and Rural Affairs</p> <p>Alister Andrews alisterandrews@swale.gov.uk</p>
	<p>Local Engagement Forum Update</p> <p>To note and consider the discussion and outcomes of the three Local Engagement Fora held during December 2015. To suggest topics as agenda items for future local Engagement Fora.</p>	<p>Cabinet 3 February 2016</p>	<p>Non-Key</p> <p>This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Localism, Sport, Culture and Heritage</p> <p>Brooke Buttfeld</p>
	<p>Award of Contract for Collection and Distribution of Mail</p> <p>To consider the award of contract for collection and distribution of mail.</p>	<p>Cabinet 3 February 2016</p>	<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</p>	<p>Open</p>		<p>Cabinet Member for Finance</p> <p>Anne Adams</p>

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			authority's budget for the service or function to which the decision relates.			
	<p>Treasury Management Strategy Statement and Investment Strategy 2016/17</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2016/17. It will be proposed to Council at the meeting on 17 February 2016.</p>	<p>Cabinet</p> <p>3 February 2016</p>	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Finance</p> <p>Nick Vickers</p> <p>nickvickers@swale.gov.uk</p>
	<p>Medium Term Financial Plan and 2016/17 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for 2016/17 Budget.</p>	<p>Cabinet</p> <p>3 February 2016</p>	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	<p>Open</p>		<p>Cabinet Member for Finance</p> <p>Nick Vickers</p> <p>nickvickers@swale.gov.uk</p>
	<p>Great Easthall Construction Manager Tender</p> <p>This report seeks approval to award contract for the Great Easthall construction manager tender.</p>	<p>Cabinet</p> <p>3 February 2016</p>	<p>Non-Key</p> <p>This is not a key decision because it is 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</p>	<p>Open</p>		<p>Councillor Mike Whiting</p> <p>Charlotte Hudson</p>

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			effects on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.			
	Adoption of Kent Environment Strategy Swale Borough Council adopted the previous Kent Environment Strategy	Cabinet 2 March 2016	Key It is significant in terms of its effect on communities living or working in an area comprising two or more wards or electoral divisions in the area of the local authority.	Open		Cabinet Member for Environmental and Rural Affairs  Janet Hill
	Annual update of the Corporate Plan action plan To consider the Corporate Plan action plan.	Cabinet 2 March 2016	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Leader  David Clifford davidclifford@swale.gov.uk
	Payment Collection Service Contract To seek authorisation from Cabinet to allocate the current Payment Collection Service contract to a supplier under a	Cabinet 2 March 2016	Key It is likely to result in the Council incurring expenditure above £100,000	Open		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk

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	Framework Agreement for Bill Payments.		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.			
	Financial Management Report: April - December 2015 This report shows the revenue and capital projected outturn for 2015/16 as at the end of period 9, covering the period from April to December 2015.	Cabinet 2 March 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk
	Minutes of the Local Development Framework Panel held on 11 February 2016 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.	Cabinet 2 March 2016	Non-Key This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by full Council.	Open		Cabinet Member for Planning  Gill Harris
	Minutes of the Swale Rural Forum held on 23 February 2016	Cabinet 2 March 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Environmental and Rural Affairs  Kellie MacKenzie kelliemackenzie@swale.gov.uk



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	Local Engagement Forum Update To note and consider the discussion and outcomes of the three Local Engagement Fora held during February/March 2016. To suggest topics as agenda items for future local Engagement Fora.	Cabinet 25 May 2016	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  Brooke Buttfeld