

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

**November 2016 - February 2017**

**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 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 Alan Horton** – Cabinet Member for Safer Families and Communities

**Councillor Ken Pugh** – Cabinet Member for Housing 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](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>Promenade re-surfacing, The Leas, Minster Having successfully obtained funding from the Environment Agency, Swale has recently gone out to tender to obtain prices to carry out repairs and re-surfacing to the promenade at The Leas, Minster, east of Seaside Avenue. The design works have been undertaken through the East Kent Engineering Partnership, by Canterbury City Council, who will also be supervising the works.</p> <p>Unfortunately, the first Invitation to Tender, using the East Kent Engineering Partnership Framework Agreement, produced no responses, and the contract has therefore been re-advertised as an Open Tender, with a deadline for submitting tender documents of 5 October 2016.</p>	<p>Cabinet 9 November 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>Cabinet Member for Environment and Rural Affairs  Mike Knowles</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>Council Tax Support Scheme 2017/18 We are required to review our Council Tax Support Scheme on an annual basis and to put a scheme in place by 31 January 2017. Across Kent the finance officers and benefit managers are working together to put forward proposals for the new scheme.</p>	<p>Cabinet 9 November 2016</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>Cabinet Member for Finance and Performance  Zoe Kent</p>
	<p>Review of Fees and Charges The report invites Cabinet to consider the proposals for the level of fees and charges to be levied for the next financial year 2017/18 for submission to Council. Charges will take effect from 1 April 2017.</p>	<p>Cabinet 9 November 2016</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>Cabinet Member for Finance and Performance  Nick Vickers</p>

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	<p>Proposal to move to a Single Employing Authority for the Mid Kent Environmental Health Service</p> <p>To consider adopting a single employing authority for the Mid Kent Environmental Health Service (MKEH) to provide an effective platform for future service development whilst retaining existing two site model. It summarises the range of benefits of moving to a single employer and considers how this supports the priorities of Mid Kent Improvement Partnership.</p>	<p>Cabinet 9 November 2016</p>	<p>Non-Key</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Tracey Beattie</p>
	<p>Adoption of Biodiversity Action Plan and Swale Green Grid Strategy Swale Green Grid Partnership, comprising statutory environment agencies, has refreshed strategies to reflect current environment framework</p>	<p>Cabinet 7 December 2016</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local authority incurring expenditure or</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Lyn Newton</p>

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	<p>including legislative changes.</p> <p>The key documents can be used to support the Local Plan as well as support planning and external funding applications by local organisations.</p>		<p>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>Grounds Maintenance Extension of Contract Grounds Maintenance extension of Contract.</p>	<p>Cabinet 7 December 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</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs  Alan Turner</p>

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			local authority.			
	<p>Stray Dog Kennel and Re-homing Contract  The current stray dog kennel and re-homing Contract ends in 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.</p>	<p>Cabinet  7 December 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>Cabinet Member for Safer Families and Communities   Alister Andrews</p>
	<p>Contract for the provision of a pest control service within Swale  The current pest control contract ends on 31</p>	<p>Cabinet  7 December 2016</p>	<p>Key  It is likely to result in the Council incurring</p>	<p>Open</p>		<p>Cabinet Member for Safer Families and Communities   Alister Andrews</p>

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	December 2017. This paper makes recommendations for service provision and seeks approval for any new contracts.		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.			
	Minutes of the Local Development Framework Panel on 1 December 2016 This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council	Cabinet 7 December 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

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 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 6, covering the period from April to September 2016.</p>	<p>Cabinet 7 December 2016</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Medium Term Financial Plan and 2017/18 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.</p>	<p>Cabinet 7 December 2016</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>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Public Conveniences Cleaning and Minor Maintenance Contract Renewal</p> <p>The report contains a proposal to retender the public conveniences cleaning and minor maintenance contract.</p>	<p>Cabinet 11 January 2017</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</p>	<p>Open</p>		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Alan Turner</p>



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			divisions in the area of the local authority.			
	Minutes of the South Thames Gateway Building Control Joint Committee held on 8 December 2016	Cabinet 11 January 2017	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.	Open		Cabinet Member for Planning  James Freeman

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	Minutes of the Swale Joint Transportation Board meeting held on 19 December 2016	Cabinet 11 January 2017	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.	Open		Cabinet Member for Regeneration  Dave Thomas
	Treasury Management Strategy Statement and Investment Strategy 2017/18	Cabinet 1 February 2017	Non-Key This is not a key decision as it will be	Open		Cabinet Member for Finance and Performance  Nick Vickers

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 2017/18. It will be proposed to Council at the meeting on 15 February 2017.		considered and decided by full Council.			
	Medium Term Financial Plan and 2017/18 Budget This report sets out the Council's Medium Term Financial Plan and proposals for the 2017/18 Budget.	Cabinet 1 February 2017	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		Cabinet Member for Finance and Performance  Nick Vickers
	Visitor Economy Strategy Sets out priority actions for the tourism sector in Swale from 2017 to 2020.	Cabinet 15 March 2017	Key It is likely to result in the Council incurring expenditure above £100,000 or the making of savings which are, significant having regard	Open		Cabinet Member for Regeneration  Lyn Newton

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			to the local authority's budget for the service or function to which the decision relates.			
	<p>Financial Management Report: April - December 2016</p> <p>This report shows the revenue and capital projected outturn for 2016/17 as at the end of period 9, covering the period from April to December 2016.</p>	<p>Cabinet 15 March 2017</p>	<p>Non-Key This is not a key decision as it is for information only.</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Minutes of the Swale Joint Transportation Board meeting held on 6 March 2017</p>	<p>Cabinet 15 March 2017</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</p>	<p>Open</p>		<p>Cabinet Member for Regeneration</p> <p>Dave Thomas</p>

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			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.			
	Minutes of the Local Development Framework Panel on 9 February 2017 This is not a key decision as the making and adoption of the LDF will ultimately be considered and decided by Full Council	Cabinet 15 March 2017	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

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
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 16 March 2017	Cabinet 24 May 2017	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.	Open		Cabinet Member for Localism, Sport, Culture and Heritage  James Freeman