

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

**October 2014 - January 2015**

**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

**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
1	Beach Huts Proposal to introduce further beach huts at Minster Leas, Isle of Sheppey. No this is not a key decision as the area to which it relates only includes on ward and because the value is less than 100,000.	Cabinet 10 September 2014	Non-Key	Open		Councillor Mike Cosgrove Tel: 01795 537159 mike_cos@hotmail.com
2	Complaints Annual Report 2013/14 The presentation of the annual report on complaints received during 2013/14. This is not a key decision as it is an information report.	Cabinet 10 September 2014	Non-Key	Open		Councillor Andrew Bowles leader@swale.gov.uk
3	Minutes of the Swale Rural Forum held on 19 August 2014.	Cabinet 10 September 2014	Non-Key	Open		Councillor Colin Prescott colinprescott@swale.gov.uk  Kellie MacKenzie kelliemackenzie@swale.gov.uk
4	Proposed Relocation of Sittingbourne Market To agree to the technical work around assessing traffic flows and junction designs, the drafting of a Traffic Regulation Order for formal consultation and other works associated with project delivery, to approve a budget of up to £130,000.	Cabinet 10 September 2014	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Councillor Mike Cosgrove Tel: 01795 537159 mike_cos@hotmail.com

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
5	Procurement of Utility Supplies A strategic review of the purchasing arrangements of gas and electricity supplies across the Council's assets to secure value for money arrangements and to consider options for length of any purchasing arrangement. It is a key decision as the annual spend is £115,000, and as we could be recommending a four year contract the whole value would be £460,000.	Cabinet 10 September 2014	Non-Key	Open		Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk
6	Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 10 September 2014	Non-Key	Open		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk
7	Minutes of the Swale Joint Transportation Board meeting held on 8 September 2014.	Cabinet 8 October 2014	Non-Key	Open		Councillor Mike Whiting
8	Property Strategy This is an information report to provide members with an update on progress against the Property Strategy Action Plan and to report the outcome of the annual Property Performance Indicators for 2013-14. This is an information report to provide members with an update on progress against the Property	Cabinet 8 October 2014	Non-Key	Open		Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk

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
	Strategy Action Plan and to report the outcome of the annual Property Performance Indicators for 2013-14. No this is not a key decision as it is an information report.					
9	Staying Put Framework Agreement Staying Put, the Councils Home Improvement Agency, operates a preferred supplier framework for contractors to carry out works in relation to Disabled Facilities Grants. This is a key decision as The potential value of the work that may go through the framework over the 6 month waiver period is 250K. The potential value of the work that may go through the new framework in its lifetime is 1.5m.	Cabinet 8 October 2014	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Councillor John Wright johnwright@swale.gov.uk
10	Thistle Hill Pitch Asset Transfer To agree the Asset Transfer of the Thistle Hill Pitch.	Cabinet 8 October 2014	Non-Key	Open		Councillor Duncan Dewar-Whalley duncandewar-whalley@swale.gov.uk
11	Minutes of the Local Development Framework Panel held on 25 September 2014 Minutes of the Local Development Framework Panel held on 25 September 2014	Cabinet 8 October 2014	Key	Open		Councillor Gerry Lewin gerrylewin@swale.gov.uk  Kellie MacKenzie kelliemackenzie@swale.gov.uk

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
12	Discretionary Rate Relief Policy This policy covers the discretionary help that can be given to local businesses which includes charities, non-profit making organisations and rural businesses. Under the Localism Act Members could put in place a scheme which encourages new businesses to move to the borough or to help a specific area of the Borough. This is a key decision because the cost of discretionary relief to the Borough is currently 150,000.	Cabinet 5 November 2014	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Cabinet Member for Housing
13	Minutes of the Local Development Framework Panel held on 28 October 2014.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Planning
14	Household Recycling & Waste Collection Policy The Household Recycling and Waste Policy confirms the Councils approach to recycling and collection of waste. It is intended to form the protocol that council officers will follow on behalf of the Council when liaising with residents. It is a key decision due to the policy affecting all wards and properties within the Borough.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs

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
15	Review of Fees and Charges Cabinet is asked to make recommendations to Council to approve the proposed fees and charges for 2015/16.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk
16	Council Tax Support Scheme 2015-16 The Council Tax Support Scheme has to be approved by full Council by 31 January each year. Members need to decide whether we go with the same scheme as last year reducing CTS by 15% or a different scheme. This is not a key decision as it is Council decision.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Finance
17	Review of Community Asset Transfer Policy This report will be advising members of the review of the exiting community asset transfer policy and making recommendations regarding changes to the policy. It is not a key decision because it is a revision to an existing policy which has no direct budget implications and it does not significantly affect two or more wards.	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Localism

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>Sheerness Heritage Centre To consider a proposed new lease for Sheerness Heritage Centre.</p> <p>No this is not a key decision as it will not result in the local authority incurring expenditure which is, or the making of savings which are in excess of £100,000 and will not effect more than one ward.</p>	Cabinet 5 November 2014	Non-Key	Open		Cabinet Member for Finance  Anne Adams
	<p>Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2015/16.</p>	Cabinet 3 December 2014	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk
	<p>Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.</p>	Cabinet 3 December 2014	Non-Key	Open		
	<p>Discretionary Housing Payment Policy This policy covers the extra help given to claimants receiving Housing Benefit. Housing Benefit has been cut for some groups under the welfare reform changes the policy needs to be reviewed</p>	Cabinet 3 December 2014	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Cabinet Member for Finance

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
	so that Members can decide whether the fund is being distributed to those who need the most help in the Borough. This is a key decision because the grant received is 345,000.					
	Minutes of the Swale Rural Forum held on 18 November 2014.	Cabinet 3 December 2014	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs
	Minutes of the Local Development Framework Panel held on 4 December 2014.	Cabinet 7 January 2015	Non-Key	Open		Cabinet Member for Planning
	Minutes of the Swale Joint Transportation Board meeting held on 8 December 2014.	Cabinet 7 January 2015	Non-Key	Open		Councillor Mike Whiting
	Medium Term Financial Plan and 2015/16 Revenue and Capital Budgets Cabinet is asked to consider the Council's Medium Term Financial Plan and the Revenue and Capital Budget proposals for 2014/15.	Cabinet 4 February 2015	Key It is significant in terms of its effect on communities living or working in an area comprising one or more wards	Open		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk
	Minutes of the Swale Rural Forum held on 10 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Environmental and Rural Affairs

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
	Local Development Framework Panel held on 12 February 2015.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Planning
	Financial Management Report Cabinet is asked to consider the report which sets out the revenue and capital projected outturn as at the end of the latest period.	Cabinet 11 March 2015	Non-Key	Open		Cabinet Member for Finance  Nick Vickers nickvickers@swale.gov.uk
	Minutes of the Swale Joint Transportation Board meeting held on 9 March 2015.	Cabinet 15 April 2015	Non-Key	Open		Councillor Mike Whiting