

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

May 2018 - August 2018

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 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
	Minutes of the Local Plan Panel held on 28 March 2018	Cabinet Delegated Decisions 16 April 2018	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 James Freeman
	<p>Revision of Existing Housing Assistance policy</p> <p>Under the Regulatory reform (Housing Assistance)(England and Wales) order 2002 the council needs to publish a policy on how it intends to provide assistance. This reports seeks to amend and obtain approval for a revised Housing Assistance Policy to enable the use of increased Better Care Funding (disabled facilities grant funding) to facilitate assistance with delayed hospital discharge and assist in prevention of hospital admissions and to enable people to live independently at home for longer through the use of additional discretionary grants and loans subject to available BCF funding.</p>	Cabinet 30 May 2018	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 Housing and Wellbeing Glyn Pritchard

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	<p>Use of Affordable Housing Commuted Sums</p> <p>This report provides options for spending the affordable housing commuted sum available on the delivery of new affordable housing in Swale.</p>	<p>Cabinet 30 May 2018</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 Housing and Wellbeing Rebecca Walker</p>
	<p>Shellness Local Council Tax Discount</p> <p>The Hamlet of Shellness is not covered by the planning restrictions restricting occupation of holiday sites through the winter months which allow the Council to exempt properties from paying Council Tax whilst occupation is prohibited.</p> <p>The hamlet is not suitable for permanent occupation 12 months of the year so it is proposed to award a local discount to the hamlet during the winter months to recognise that this area is only suitable to be used as holiday</p>	<p>Cabinet 30 May 2018</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 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</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance Zoe Kent</p>

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	accommodation.		local authority.			
	<p>Swale Open Spaces and Play Strategy 2018-2023</p> <p>This report updates Members on the progress on the Open Spaces and Play Strategy following consultation on the final draft. It summaries the key findings of the assessment report and how these have been turned into Strategic outcomes. It asks Cabinet for final adoption of the Strategy.</p>	Cabinet 30 May 2018	<p>Key</p> <p>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>	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Mike Marsh</p>
	Minutes of the South Thames Gateway Building Control Joint Committee held on 15 March 2018	Cabinet 30 May 2018	<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</p>	Open		<p>Cabinet Member for Planning</p> <p>James Freeman</p>

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			in the area of the local authority.			
	<p>Debt Recovery Policy</p> <p>The Council has a duty to ensure that all revenue due to the Council is collected efficiently and effectively for the benefit of all council tax payers. The Policy will ensure that a standardised system is in place for both financial stewardship and audit purposes.</p> <p>The Policy will detail the Revenues and Benefits Service's approach to recovery. Best practice will be applied to all debt collection activities within appropriate legal powers.</p>	Cabinet 30 May 2018	Non-Key	Open		<p>Cabinet Member for Finance and Performance</p> <p>Zoe Kent</p>
	<p>Discretionary Housing Payment Policy</p> <p>Discretionary Housing Payments are provided to top-up the difference between Housing Benefit /Universal Credit Housing Costs and rent costs. They are used to alleviate poverty, encourage and sustain people in employment and to prevent</p>	Cabinet 30 May 2018	Non-Key	Open		<p>Cabinet Member for Finance and Performance</p> <p>Zoe Kent</p>

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	homelessness. The Policy was last updated in 2013.					
	<p>Digital Strategy</p> <p>The Swale Borough Council Digital Strategy describes how digital technologies will impact on our organisation's approaches to delivering services and contribute to strategic priorities.</p>	Cabinet 30 May 2018	<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		Cabinet Member for Finance and Performance
	<p>Swale Strategic Air Quality Action Plan 2018 – 2022</p> <p>A review and quantitative assessment has been made of the proposed measures put forward in the current Interim Air Quality Action Plan.</p> <p>The measures have been</p>	Cabinet 30 May 2018	<p>Key</p> <p>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>	Open		<p>Cabinet Member for Environment and Rural Affairs</p> <p>Tracey Beattie</p>

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	<p>reviewed and endorsed by the Air Quality Steering Group and now require Cabinet approval before being submitted to Defra. These measures provide the basis on which Swale intends to improve air quality within the declared Air Quality Management Areas and the wider district. It identifies the actions Swale and its partners can take to achieve this improvement within the context of other strategic tools.</p>		<p>local authority.</p>			
	<p>Council Leisure Centres contract extension and investment proposals</p> <p>The report will summarise the research undertaken over the last 18 months on the current and future requirements for Leisure Centre provision. It recommended options, future contracts and facility developments.</p>	<p>Cabinet 30 May 2018</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>Part exempt</p>		<p>Cabinet Member for Housing and Wellbeing Mike Marsh</p>
	<p>Financial Management report - financial outturn report 2017/18</p> <p>Cabinet is asked to consider this report which shows the revenue</p>	<p>Cabinet 11 July 2018</p>	<p>Non-Key This is not a key decision because is it not likely to result in the local</p>	<p>Open</p>		<p>Cabinet Member for Finance and Performance Nick Vickers</p>

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	and capital outturn for 2017/18 and to approve rollovers into 2018/19.		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.			
	Minutes of the Local Plan Panel held on 27 June 2018	Cabinet 11 July 2018	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 James Freeman
	Minutes of the Local Plan Panel held on 31 May 2018	Cabinet 11 July 2018	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 James Freeman

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 Swale Joint Transportation Board meeting held on 25 June 2018	Cabinet 11 July 2018	Non-Key	Open		Cabinet Member for Regeneration
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 19 June 2018	Cabinet 11 July 2018	Non-Key	Open		Cabinet Member for Planning James Freeman
	Minutes of the Local Plan Panel held on 20 September 2018	Cabinet 26 September 2018	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 James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 10 September 2018	Cabinet 26 September 2018	Non-Key	Open		Cabinet Member for Regeneration
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 20 September 2018	Cabinet 26 September 2018	Non-Key	Open		Cabinet Member for Planning James Freeman
	Financial Management Report: April - June 2018 This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 3,	Cabinet 26 September 2018	Non-Key This is not a key decision as it is for information only.	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
	covering the period from April to June 2018.					
	<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 2019/20 for submission to Council. Charges will take effect from 1 April 2019.</p>	Cabinet 31 October 2018	<p>Non-Key</p> <p>This is not a key decision as it will be considered and decided by full Council.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	Minutes of the Local Plan Panel held on 29 November 2018	Cabinet 12 December 2018	<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 full Council.</p>	Open		<p>Cabinet Member for Planning</p> <p>James Freeman</p>
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 6 December 2018	Cabinet 12 December 2018	Non-Key	Open		<p>Cabinet Member for Planning</p> <p>James Freeman</p>
	<p>Financial Management Report: April to September 2018</p> <p>This report shows the revenue and capital projected outturn for</p>	Cabinet 12 December 2018	<p>Non-Key</p> <p>This is not a key decision as it is for information only.</p>	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>

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	2018/19 as at the end of period 6, covering the period from April to September 2018.					
	<p>Medium Term Financial Plan and 2019/20 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2019/20 Budget.</p>	Cabinet 12 December 2018	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Medium Term Financial Plan and 2019/20 Budget</p> <p>This report sets out the Council's Medium Term Financial Plan and proposals for the 2019/20 Budget.</p>	Cabinet 6 February 2019	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	<p>Treasury Management Strategy Statement and Investment Strategy 2019/20</p> <p>This report sets out and seeks approval of the proposed Treasury Management Strategy and Investment Strategy for the Council in 2019/20. It will be proposed to Council at the meeting on 20 February 2019.</p>	Cabinet 6 February 2019	Non-Key This is not a key decision as it will be considered and decided by full Council.	Open		<p>Cabinet Member for Finance and Performance</p> <p>Nick Vickers</p>
	Minutes of the Swale Joint Transportation Board meeting held on 17 December 2018	Cabinet 6 February 2019	Non-Key	Open		Cabinet Member for Regeneration

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	Minutes of the Local Plan Panel held on 31 January 2019	Cabinet 6 February 2019	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 James Freeman
	Minutes of the Swale Joint Transportation Board meeting held on 18 March 2019	Cabinet 20 March 2019	Non-Key	Open		Cabinet Member for Regeneration
	Financial Management Report: April - December 2018 This report shows the revenue and capital projected outturn for 2018/19 as at the end of period 9, covering the period from April to December 2018.	Cabinet 20 March 2019	Non-Key This is not a key decision as it is for information only.	Open		Cabinet Member for Finance and Performance Nick Vickers
	Minutes of the South Thames Gateway Building Control Joint Partnership held on 14 March 2019	Cabinet 20 March 2019	Non-Key	Open		Cabinet Member for Planning James Freeman