

Agenda Item No: 17
Report To: CABINET
Date: 9TH JUNE 2016
Report Title: SCHEDULE OF KEY DECISIONS TO BE TAKEN
Report Author: Head of Legal and Democratic Services



Summary:	To set out the latest Schedule of Key Decisions to be taken by the Cabinet of Ashford Borough Council.
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Key Decision: NO

Affected Wards: Where appropriate, individual Wards are indicated.

Recommendations : **That the Cabinet receive and note the latest Schedule of Key Decisions.**

Policy Overview: Under The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, there is no longer a legal requirement to publish a Forward Plan of Key Decisions, however there is still a requirement to publish details of Key Decisions 28 clear days before the meeting they are to be considered at. The Council maintains a live, up to date rolling list of decision items on the Council's website, and that list will be presented to the Cabinet each month, in its current state, for Members' information.

Financial Implications: Nil

Other Material Implications: Nil

Exemption Clauses: Nil

Background Papers: None

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**CABINET
SCHEDULE OF KEY DECISIONS TO BE TAKEN**

The following Key Decisions will be taken by Ashford Borough Council's Cabinet on the dates stated.

Ashford Borough Council's Cabinet is made up of: - Councillors Gerry Clarkson; Neil Bell; Clair Bell; Mike Bennett; Jessamy Blanford; Gareth Bradford; Paul Clokie; Graham Galpin; Callum Knowles; Neil Shorter.

Copies of the reports and any other relevant documents that are submitted to the Cabinet in connection with a proposed decision will be available for inspection, or on screen, five clear days before the decision date at the Civic Centre, Tannery Lane, Ashford and at The Town Hall, 24 High Street, Tenterden, during opening hours, or at www.ashford.gov.uk/councillors_and_committees.aspx

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
9th June 2016					
Final Outturn 2015/16	<i>Final budget outturn for previous financial year</i>	Cllr Shorter	Ben Lockwood	Open	12/6/15
Quarterly Performance Report	<i>Standard Quarterly Performance Report</i>	Cllr Shorter	Nicholas Clayton	Open	4/4/16
Delegation of Authority for Anti-Social Behaviour and Crime Act 2014	<i>To seek permission to amend the delegations relevant to the Anti-social Behaviour, Crime and Policing Act 2014.</i>	Cllr Bradford	James Hann/ Alison Oates	Open	7/12/15
Anti-Social Behaviour and Enforcement (Including Litter and Dog Enforcement)	<i>To propose a externally provided service pilot of one year and, subject to anticipated successful outcomes, procurement within the year to ensure continuity</i>	Cllr Bradford	Tracey Butler	Open	7/12/15

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Housing Enforcement Policies	<i>To present the Housing Policies that contain enforcement actions and how these are consistent with the corporate approach. Member approval will be sought for the adoption of each policy.</i>	Cllr Clokie	Sharon Williams/ Jennifer Shaw	Open	7/12/15
Publication Draft Local Plan to 2030	<i>To seek approval of the new Local Plan as a basis for wide public consultation for a period of eight weeks.</i>	Cllr Bennett	Simon Cole	Open	15/1/16
Draft Community Infrastructure Levy (CIL) Charging Schedule	<i>To seek agreement to the preliminary draft Charging Schedule and a programme of consultation on it. The intention is that this will be formally examined in parallel with the local plan timetable so that adoption of a CIL Charging Schedule would occur in late 2017 with CIL revenues to start flowing thereafter.</i>	Cllr Bennett	Simon Cole	Open	14/3/16
Removal of High Street Parking Charges	<i>To agree changes to parking charges within the Borough aimed at ensuring that the Council's arrangements are fit for purpose in the current climate and supportive of wider corporate objectives.</i>	Cllr Bradford	Jo Fox	Open	26/2/16
14th July 2016					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	10/7/15

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Affordable Housing Provider Protocol		Cllr Clokie	Jennifer Shaw	Open	31/3/16
Section 106 Agreements – Annual Progress Report	<i>Focus on s106 contributions received in the last year, contributions secured in new agreements and projects that have been supported by s106 funding</i>	Cllr Bennett	Lois Jarrett	Open	12/6/15
Procurement and Appointment of External Audit		Cllr Shorter	Paul Naylor	Open	31/3/16
Annual Report	<i>The Annual Report will build upon the contents of quarterly performance monitoring, but will also include the following information – An Introduction from the Leader and Chief Executive; Facts and figures about Ashford; Timeline of key achievements in the Borough over the calendar year; Borough achievements; and a Financial Summary.</i>	Cllr Knowles	Nicholas Clayton	Open	10/7/15

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
A Review of T-CAT's Role and Options for the Future	<i>To propose a review of T-CAT which will determine: - the current functions of the Team; categories of functions carried out by T-CAT and their worth; who tasks T-CAT and how that tasking is done; what else needs to be done (now and during the next five years) and who should do it; what resources need to be available to do this work, and where they should come from.</i>	Cllr Mrs Bell/Clarkson	Kirsty Hogarth	Open	9/5/14
Annualised Hours Policy	<i>To approve an annualised hours working pattern, and supporting Personnel Policy, whereby operational staff work longer hours in the summer periods and shorter hours in the winter periods. Such a pattern is intended to maximise productivity and reflect the seasonality of grounds maintenance work.</i>	Cllr Knowles	Joy Cross	Open	28/4/16
Review of Pension Costs associated with Grounds Maintenance Restructure	<i>Possible approval of the costs of the early release of local government pension for a post-holder for reasons of redundancy, associated with the proposal for grounds maintenance services to be taken in-house.</i>	Cllr Knowles	Joy Cross	Exempt	16/5/16
Data Protection Policy	<i>To Approve the revised Data Protection and Information Security Policies which have been brought up to date to align with changes in national policy and current best practice.</i>	Cllr Knowles	Nicolas Clayton	Open	6/4/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Phase 1 Commercial Quarter Office Development (Land Transaction)	<i>For Cabinet to note the decisions that were previously taken on this transaction, and also for Cabinet to recommend to Council that it approve those matters requiring approval which fall outside of the remit of the Town Centre and Regeneration Board</i>	Cllr Shorter	Paul McKenner	Open	19/5/16
Chilmington Design Code – Adoption as a Supplementary Planning Document	<i>To analyse all representations received following recent public consultation and seek approval to adopt the Codes as a Supplementary Planning Document to the 2013 Chilmington Green Area Action Plan, subject to any recommended amendments.</i>	Cllr Bennett	Mark Chaplin	Open	31/7/15
Ashford College Funding Phase 1a		Cllrs Clarkson/ Shorter	Ben Lockwood	Open	14/3/16
Park Farm Bus Subsidy		Cllr Bennett	Lois Jarrett	Open	9/5/14
Ashford Leisure Trust – Stour Centre		Cllr Mrs Blanford	Christina Fuller	Open	26/5/16
11th August 2016					
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance ‘snapshot’.</i>	Cllr Shorter	Nicholas Clayton	Open	28/7/15

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	28/7/15
Corporate Commercial Property – Annual Report		Cllr Shorter	Stewart Smith	Open	11/5/16
Revenues & Benefits – Updated Enforcement Policy		Cllr Shorter	Hannah Davies	Open	23/5/16
8th September 2016					
Cemetery Memorial Safety Policy	<i>Report back on adoption of policy and set of operational guidelines to manage the forward process relating to the safe management of memorials in Ashford.</i>	Cllr Mrs Bell	Julie Rogers	Open	26/2/16
Syrian Vulnerable Persons Relocation Scheme – One Year On		Cllr Clarkson	Sharon Williams/ Mark James	Open	12/5/16
Homelessness Strategy	<i>To update Members on the outcome of consultation and to seek approval for adoption.</i>	Cllr Clokie	Jennifer Shaw	Open	19/4/16
Food Safety Policy		Cllr Bradford	Sheila Davison	Open	23/5/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Misuse of Drugs and Alcohol Policy		Cllr Knowles	Joy Cross	Open	16/5/16
Microchip Policy		Cllr Mrs Bell	Julie Rogers	Open	26/5/16
Fly Tipping		Cllr Mrs Bell	Julie Rogers	Open	26/5/16
Corporate Delivery Plan		Cllr Clarkson	Kirsty Hogarth	Open	26/2/16
Medium Term Financial Plan		Cllr Shorter	Ben Lockwood	Open	26/5/16
13th October 2016					
Waste & Recycling – Costed Forward Education & Promotion Strategy	<i>Further to the report received by the Cabinet in February 2016, presentation of a costed forward education and promotion strategy, including forward recycling options and targets be approved.</i>	Cllr Mrs Bell	Julie Rogers	Open	13/2/16
Outcome of HRA Review		Cllr Clokie	Sharon Williams	Open	26/5/16
10th November 2016					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report.</i>	Cllr Shorter	Maria Seddon	Open	13/11/15

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance 'snapshot'</i>	Cllr Shorter	Nicholas Clayton	Open	13/11/15
8th December 2016					
Draft Budget 2017/18	<i>To present the preliminary draft service budget and outline MTFP for the purposes of subsequent formal scrutiny by the O&S Task Group and public consultation.</i>	Cllr Shorter	Paul Naylor/Ben Lockwood	Open	4/12/15
Council Tax Base	<i>To present for approval the estimated 2017/18 Council tax base calculation for the Borough and each parished area, on which the major preceptors and local Parish Councils will base their requirements.</i>	Cllr Shorter	Ben Lockwood	Open	4/12/15
12th January 2017					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	16/1/15
9th February 2017					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	13/2/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Revenue Budget 2017/18	<i>To present the draft revenue budget for 2017/18 to the Cabinet for recommendation to Council.</i>	Cllr Shorter	Paul Naylor/Ben Lockwood	Open	13/2/16
Corporate Performance Report	<i>The report seeks to give members and the Borough's residents an overview of how the Council is performing. It seeks to do this in a transparent and easily-accessible manner, giving a key performance 'snapshot'.</i>	Cllr Shorter	Nicholas Clayton	Open	13/2/16
Climate Change and Sustainable Environment – Annual Progress Report	<i>This report summarises actions and initiatives undertaken throughout the authority during the last year in the complementary areas of a sustainable environment, carbon and energy reduction and responding to the threat of climate change. These had been brought together previously within the Council's Position Statement.</i>	Cllr Mrs Blanford	Paul Naylor	Open	13/2/16
Domestic Abuse Annual Report	<i>Sets out for comment the progress the Council and its partners are making on projects focusing on domestic abuse over the past 12 months since the agreement by the Council to allocate up to £50,000 per year for three years to support the work on tackling domestic abuse.</i>	Cllr Bradford	James Hann/Elizabeth Mannington	Open	13/2/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
9th March 2017					
Annual Pay Policy Statement	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance.</i>	Cllr Knowles	Ian Smith	Open	11/3/16
6th April 2017					
11th May 2017					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	13/5/16

***If you wish to contact a Report Author by email, unless stated otherwise, the addresses are;
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31/5/16