

Agenda Item No: 22
Report To: CABINET
Date: 14TH JULY 2016
Report Title: SCHEDULE OF KEY DECISIONS TO BE TAKEN
Report Author: Corporate Director (Law and Governance)



| | |
|-----------------|--|
| Summary: | To set out the latest Schedule of Key Decisions to be taken by the Cabinet of Ashford Borough Council. |
|-----------------|--|

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

Contacts: danny.sheppard@ashford.gov.uk – Tel: 01233 330349

**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 |
|---|---|---------------------------|---------------|------------------------|-------------------|
| 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 |
| Affordable Housing Provider Protocol | <i>To provide members with an explanation of how recent changes to national housing and planning policies are changing the ways in which affordable housing can and is being delivered.</i> | 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 |

| Decision Item | Report Summary | Relevant Portfolio Holder | Report Author | Open or Exempt | Added to Schedule |
|---|--|----------------------------------|----------------------|-----------------------|--------------------------|
| Procurement and Appointment of External Audit | <i>To explain that each Local Authority has a choice of three different routes to choosing its external auditor and to recommend to Council a preferred route to procurement.</i> | 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 |
| 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 |
| 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 | <i>To allocate funds from SPG6 to KCC for the provision of bus services and improvements from the SATS Infrastructure Fund.</i> | Cllr Bennett | Lois Jarrett | Open | 9/5/14 |
| Ashford Leisure Trust – Stour Centre | <i>To update Members on the need to change the arrangements recommended to and agreed by the Cabinet (April meeting) concerning the lease of the Julie Rose Stadium and management of Conningbrook Lakes.</i> | Cllr Mrs Blanford | Christina Fuller | Open | 26/5/16 |

| Decision Item | Report Summary | Relevant Portfolio Holder | Report Author | Open or Exempt | Added to Schedule |
|---|--|---------------------------|------------------|----------------|-------------------|
| 11th August 2016 | | | | | |
| MEETING CANCELLED | | | | | |
| 8th September 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 |
| 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 |
| Syrian Vulnerable Persons Relocation Scheme – One Year On | | Cllr Clarkson | Sylvia Roberts | Open | 12/5/16 |

| Decision Item | Report Summary | Relevant Portfolio Holder | Report Author | Open or Exempt | Added to Schedule |
|---|---|----------------------------------|----------------------|-----------------------|--------------------------|
| 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 |
| Misuse of Drugs and Alcohol Policy | | Cllr Knowles | Joy Cross | Open | 16/5/16 |
| 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 |
| Microchip Policy | | 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 |
| Ashford Town Centre, Kingsnorth and Woodchurch Conservation Area Appraisals | | Cllr Bennett | Daniel Carter | Open | 27/6/16 |

| Decision Item | Report Summary | Relevant Portfolio Holder | Report Author | Open or Exempt | Added to Schedule |
|---|---|---------------------------|------------------|----------------|-------------------|
| 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 |
| 13th October 2016 | | | | | |
| Outcome of HRA Review | | Cllr Clokie | Sharon Williams | Open | 26/5/16 |
| Housing Home Ownership Opportunity – Opt to Buy | | Cllr Clokie | Richard Robinson | Open | 20/6/16 |
| 10th November 2016 | | | | | |
| Financial Monitoring – Quarterly Report | <i>Quarterly budget monitoring report.</i> | Cllr Shorter | Maria Seddon | Open | 13/11/15 |
| 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 |
| 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 |

| Decision Item | Report Summary | Relevant Portfolio Holder | Report Author | Open or Exempt | Added to Schedule |
|---|---|---------------------------|--------------------------|------------------------|-------------------|
| 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 |
| 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 |
| 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 |
| 8th June 2017 | | | | | |
| Final Outturn 2016/17 | <i>Final budget outturn for previous financial year</i> | Cllr Shorter | Ben Lockwood | Open | 10/6/16 |
| Annual Report 2016/17 | <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 | 10/6/16 |

| Decision Item | Report Summary | Relevant Portfolio Holder | Report Author | Open or Exempt | Added to Schedule |
|---|---|---------------------------|---------------|----------------|-------------------|
| 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 | 10/6/16 |

If you wish to contact a Report Author by email, unless stated otherwise, the addresses are; first name.surname@ashford.gov.uk

6/7/16