

**Agenda Item No:** 14  
**Report To:** CABINET  
**Date:** 8<sup>TH</sup> DECEMBER 2016  
**Report Title:** SCHEDULE OF KEY DECISIONS TO BE TAKEN  
**Report Author:** Corporate Director (Law and Governance)



<b>Summary:</b>	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](http://www.ashford.gov.uk/councillors_and_committees.aspx)*

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>8<sup>th</sup> December 2016</b>					
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&amp;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

<b>Decision Item</b>	<b>Report Summary</b>	<b>Relevant Portfolio Holder</b>	<b>Report Author</b>	<b>Open or Exempt</b>	<b>Added to Schedule</b>
Housing Revenue Account (HRA) Business Plan 2016 - 2046	<i>An annual update of the HRA Business Plan financial projections. This report updates the position for the period 2016-46.</i>	Cllr Clokie	Sharon Williams	Open	26/5/16
Review of Housing Revenue Account (HRA)	<i>To set out the main recommendations and impacts upon staff arising from the review of Housing and to present a proposed new staffing structure. This will represent a reduction in headcount of 9.12 FTE overall with a proposal to make 5 posts redundant.</i>	Cllr Clokie	Sharon Williams	Open	26/5/16
Local Council Tax Reduction Scheme	<i>To bring forward final recommendations for the scheme that will operate from 1<sup>st</sup> April 2017.</i>	Cllr Shorter	Ben Lockwood	Open	2/11/16
<b>12<sup>th</sup> January 2017</b>					
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	Patrick Brown	Open	13/2/16

<b>Decision Item</b>	<b>Report Summary</b>	<b>Relevant Portfolio Holder</b>	<b>Report Author</b>	<b>Open or Exempt</b>	<b>Added to Schedule</b>
Fixed Penalty Notices for Fly-Tipping	<i>To outline the provisions of the legislation and ask Members to set a level for Fixed Penalty Notices, from the range made available under these powers, considering the possibility of a reduced fine for early payment.</i>	Cllr Mrs Bell	Tracey Butler	Open	18/10/16
Introduction of a 'Film Classification Policy and Procedure' - Licensing Act 2003	<i>To present a draft policy and procedure in relation to the classification of films.</i>	Cllr Bradford	Trevor Ford	Open	21/10/16
Revision of the 'Sex Shops, Sex Cinemas and Sexual Entertainment Venues Policy' – Local Government (Miscellaneous Provisions) Act 1982	<i>To adopt an updated version of the existing policy which expired on 1<sup>st</sup> April 2016.</i>	Cllr Bradford	Trevor Ford	Open	21/10/16
<b>9<sup>th</sup> February 2017</b>					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	13/2/16
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

<b>Decision Item</b>	<b>Report Summary</b>	<b>Relevant Portfolio Holder</b>	<b>Report Author</b>	<b>Open or Exempt</b>	<b>Added to Schedule</b>
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-Peck	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
Private Sector Housing Assistance Policy		Cllr Clokie	Julian Watts	Open	11/7/16
Private Sector Leasing Update		Cllr Clokie	Donna Michael	Open	12/9/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Proposal for the Management of a Community Facility to Alleviate Homelessness in the Borough		Cllr Clokie	Donna Michael	Open	12/9/16
ABC's Response to NHS Consultation Document – Transforming Health and Social Care		Cllr Bradford	Sheila Davison	Open	24/11/16
Housing Home Ownership Opportunity – Opt to Buy	<i>To cover the detail of the scheme, the flexibility the Council can give itself in how it sets rents for the scheme and tenancies terms, how it can avoid any RTB issues, how it will borrow the necessary funding and acquire suitable properties and promote the scheme to interested parties</i>	Cllr Clokie	Richard Robinson	Open	20/6/16
A Review of Parking Enforcement	<i>To review current level of Parking Enforcement to ensure the team is able to deliver enforcement to the highest level and reasonably meet customer expectation in line with providing a value for money service. Also to increase the modes of transport, to include electric bikes, in addition to bicycles, to enhance performance.</i>	Cllr Bradford	Mike Cook/Jo Fox	Open	5/8/16

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<b>9<sup>th</sup> March 2017</b>					
Annual Pay Policy Statement	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance.</i>	Cllr Knowles	Michelle Pecci	Open	11/3/16
Royal Military Canal, Proposed Shared Pathway Progress Update.	<i>To provide an update on progress against the agreed project measures and on support from external agencies and very early indications of potential funding sources. The main focus of the Report will be to discuss the land acquisition options available for the project and identify the most appropriate agreement for ABC to enter into. Formal approval of the preferred acquisition option will be required. The Report will also provide a position statement on potential capital and revenue costs for the delivery phase.</i>	Cllr Mrs Blanford	Len Mayatt	Open (Exempt Appendix)	29/9/16
<b>6<sup>th</sup> April 2017</b>					
<b>11<sup>th</sup> May 2017</b>					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	13/5/16

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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	TBC	Open	26/2/16
<b>8<sup>th</sup> June 2017</b>					
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-Peck	Open	10/6/16
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	10/6/16
<b>13<sup>th</sup> July 2017</b>					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	18/7/16



Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>10<sup>th</sup> August 2017</b>					
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-Peck	Open	11/8/16
Corporate Commercial Property – Annual Report	<i>To advise of the revenue performance of the Council's corporate property portfolio during the last financial period and to advise of proposals to increase profitability in the coming financial period.</i>	Cllr Shorter	Stewart Smith	Open	11/8/16
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	11/8/16
<b>14<sup>th</sup> September 2017</b>					
<b>12<sup>th</sup> October 2017</b>					
<b>9<sup>th</sup> November 2017</b>					
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-Peck	Open	11/11/16

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Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	11/11/16

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

25/11/16