

Agenda Item No: 13
Report To: CABINET
Date: 12TH OCTOBER 2017



Report Title: SCHEDULE OF KEY DECISIONS TO BE TAKEN

Report Author and Job Title: Danny Sheppard, Senior Member Services Officer

Portfolio Holder: Portfolio Holders are individually specified in the attached Schedule.

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

Significantly 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

Legal Implications: n/a

Equalities Impact Assessment n/a

Other Material Implications: Nil

Exempt from publication: No

Background None

Papers:

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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; Gareth Bradford; Paul Clokie; Graham Galpin; Alan Pickering; Neil Shorter; and Gerald White.

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
12th October 2017					
Taxi Licensing Policy – Response to Consultation	<i>To agree to the adoption of a finalised version of the 'Taxi Licensing Policy 2017-2022</i>	Cllr Bradford	Trevor Ford	Open	15/6/17
Ashford Heritage Strategy – Adoption following Consultation	<i>To ask Members to recommend the final Ashford Heritage Strategy for adoption by the Council, and to grant delegated authority to the Head of Planning Policy to agree final formatting and minor editing of the Strategy prior to publication.</i>	Cllr Bennett	Matthew Nouch	Open	15/6/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Disabled Facilities Grant	<i>To ask Cabinet to approve the proposal of a dedicated OT within the department for an initial 6 months, after which there will be a review and assessment of whether an extension of a further 12 months is required. (£23,500). A one off increase in capital funding for 2017/18 is also recommended.</i>	Cllr White	Sharon Williams	Open	18/5/17
Self and Custom Build Register – Charging of Fees	<i>To recommend that a fee is charged for entry onto the Self and Custom Build Register to fully cover the Council’s reasonable costs. Cabinet will also be asked to grant delegated authority to the Head of Planning Policy to establish the fee amount for initial entry onto the register, and the amount of the annual renewal fee. These fees would be reviewed on an annual basis, with the Council reserving the right to alter these to take account of variations in administrative burden.</i>	Cllr Clokie	Matthew Nouch	Open	9/8/17
Business Continuity Policy	<i>To present a new policy for approval.</i>	Cllr Bradford	Jo Fox	Open	17/8/17
9th November 2017					
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

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	11/11/16
Mid Kent Joint Waste Partnership; Ashford's progress	<i>To review the current contract position and make recommendations for the forward provision of non-statutory services.</i>	Cllr Mrs Bell	Tracey Butler	Open	18/7/17
Playing Pitch and Sports Facilities Strategies (2017 – 2030)	<i>To seek adoption of the draft strategies and following public consultation.</i>	Cllr Bennett	Len Mayatt	Open	20/4/17
Open Spaces Strategy – Response to Consultation	<i>Sign off is now required for the final document following consultation. Following the results of the consultation officers have made minor updates to the document.</i>	Cllr Bennett	Christina Fuller	Open	15/6/17
Digital Transformation Strategy	<i>To set out a proposed strategy to deliver improved digital services with customers at the centre of the service design.</i>	Cllr Pickering	Michelle Pecci	Open	17/8/17
Commercialisation of Garages	<i>To propose a commercialisation strategy for the management of garages. The strategy will propose how the Council ensure that garages and surrounding land are managed effectively and efficiently thereby contributing to the built environment, maximising income for the Council and providing a valuable resource for the public.</i>	Cllr Galpin	Paul McKenner	Open	17/8/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Primary Authority Partnerships	<i>Primary Authority Partnerships are legal agreements between a regulator and businesses which can offer improved compliance and raised standards to the benefit of the business, the local authority and those protected by the regulation. The agreement relates to areas commonly referred to as environmental health and licensing.</i>	Cllr Bradford	Linda Golightly	Open	18/8/17
Commercial Investment Strategy	<i>To obtain Cabinet approval to the proposed Real Estate Investment Strategy.</i>	Cllr Galpin	Stewart Smith	Open (Exempt Appendix)	18/5/17
The Armed Forces Covenant	<i>To provide a summary of the development of the Armed Forces Community Covenant (now the Armed Forces Covenant), since the Council's signing in 2014, summarises the current structure and outlines an action plan for improving communication with the Armed Forces Community and delivering the aims of the Covenant going forward.</i>	Cllr Clarkson	Will Train	Open	18/9/17
7th December 2017					
Draft Budget 2018/19	<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	Ben Lockwood	Open	9/12/16

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Council Tax Base	<i>To present for approval the estimated 2018/19 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	9/12/16
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 White	Sharon Williams	Open	9/12/16
Homeless Reduction Strategy		Cllr White	Rebecca Wilcox	Open	15/6/17
Chilmington Community Development Strategy		Cllr Clokie	SallyAnne Logan	Open	31/8/17
Discretionary Business Rates Relief Scheme		Cllr Shorter	Ben Lockwood	Open	14/9/17
Ashford College Update	<i>To update members on the progress made by Ashford College, both in terms of the new campus developments as well as improvements to the curriculum offer.</i>	Cllr Clarkson	Andrew Osborne	Open	2/8/17
Tenterden Leisure Centre Redevelopment Plans		Cllr Bennett	Ben Moyle	Open	21/9/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Submission Version of Ashford Borough Local Plan 2030		Cllr Clokie	Simon Cole	Open	21/9/17
11th January 2018					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	13/1/17
8th February 2018					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	10/2/17
Revenue Budget 2018/19	<i>To present the draft revenue budget for 2018/19 to the Cabinet for recommendation to Council.</i>	Cllr Shorter	Ben Lockwood	Open	10/2/17
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	10/2/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Annual Report of Work Undertaken on Domestic Abuse and to Support Victims of Domestic Abuse	<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.</i>	Cllr Bradford	James Hann/Elizabeth Mannington	Open	10/2/17
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	Tracey Butler	Open	26/2/16
SWAN Centre Pavilion	<i>To seek authority to proceed with a project to replace the outdated and inadequate football changing facilities at the Swan Centre in South Willesborough and replace them with new fit for purpose facilities by working with the local community football club and Kent County Football Association.</i>	Cllr Bennett	Len Mayatt	Open	15/6/17
8th March 2018					
Annual Pay Policy Statement	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance</i>	Cllr Pickering	Michelle Pecci	Open	10/3/17
Leisure Procurement		Cllr Bennett	Christina Fuller	Open	21/9/17
12th April 2018					

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
10th May 2018					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	12/5/17
14th June 2018					
Final Outturn 2017/18	<i>Final budget outturn for previous financial year.</i>	Cllr Shorter	Ben Lockwood	Open	16/6/17
Annual Report and Quarter 4 Performance Report 2017/18	<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>	Cllrs Clarkson/ Shorter	Nicholas Clayton-Peck	Open	16/6/17
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 Clokie	Lois Jarrett	Open	16/6/17
12th July 2018					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	14/7/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Town Centre Annual Report		Cllr Galpin	Jo Wynn-Carter	Open	14/7/17
9th August 2018					
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	11/8/17
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	11/8/17
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	11/8/17
13th September 2018					

***If you wish to contact a Report Author by email, unless stated otherwise, the addresses are;
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22/9/17