

**Agenda Item No:** 19

**Report To:** CABINET

**Date:** 7<sup>TH</sup> DECEMBER 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.



<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

**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](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>7<sup>th</sup> December 2017</b>					
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&amp;S Task Group and public consultation.</i>	Cllr Shorter	Ben Lockwood	Open	9/12/16
Council Tax Base 2018/19	<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

<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 2017 – 2047	<i>An annual update of the HRA Business Plan financial projections. This report updates the position for the period 2017-47.</i>	Cllr White	Sharon Williams	Open	9/12/16
Chilmington Community Development Strategy	<i>To present an analysis of the consultation with residents and stakeholders and an understanding of the key principles upon which the strategy is based. Members will be requested to adopt the strategy and to agree for the Director of Law and Governance and Head of Cultural Services to negotiate an SLA with the CMO (once created in circa May 2017) to deliver the strategy utilising the S106 sum for community development.</i>	Cllr Clokie	SallyAnne Logan/ Christina Fuller	Open	31/8/17
Discretionary Business Rates Relief Scheme		Cllr Shorter	Ben Lockwood	Open	14/9/17
East Kent Growth Framework	<i>To endorse the East Kent Growth Framework.</i>	Cllr Clarkson	Andrew Osborne	Open	16/10/17
Submission Version of Ashford Borough Local Plan 2030	<i>To cover the responses to the most recent public consultation on the proposed 'main changes' and seek the Cabinet's approval of the final, submission version of the Local Plan.</i>	Cllr Clokie	Simon Cole	Open	21/9/17

<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>
Purchase of Site for Short Term Temporary Accommodation	<i>To update on the progress for the proposal to purchase 112 Beaver Lane and convert the property into the Council's second short stay accommodation facility and to agree details of the necessary budgets.</i>	Cllr White	Sharon Williams	Open	16/10/17
Smoke-free Civic & Stour Centre Grounds	<i>To update Members on the aspiration for the Civic and Stour Centre grounds to be smoke-free. This is a part of the Ashford Health &amp; Wellbeing Board's work helping to create a healthy environment for our residents, visitors and employees.</i>	Cllr Bradford	Sheila Davison	Open	17/10/17
Victoria Quarter Development (Jemmett Road)		Cllr Shorter	Ben Lockwood	Exempt	8/11/17
<b>11<sup>th</sup> January 2018</b>					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	13/1/17
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

<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>
Tenterden Leisure Centre Redevelopment Plans		Cllr Bennett	Ben Moyle	Open	21/9/17
Singleton Environment Centre – Lease Negotiations	<i>To present the approach and explain the discussions to date with Great Chart with Singleton Parish Council who wish to see the Centre remain a community facility with an environmental focus and has confirmed their wish to set up a trust entity to take on the lease and operation of the centre.</i>	Cllr Bennett	Sarah Barber/ Christina Fuller	Open	13/10/17
Homeless Reduction Strategy	<i>To outline what the new Homeless Reduction Act duties will be, the likely staffing resources needed to cover these duties and the tools that the Council has available to deliver the new service.</i>	Cllr White	Rebecca Wilcox	Open	15/6/17
<b>8<sup>th</sup> February 2018</b>					
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

<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	10/2/17
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
Wye 3 Masterplan		Cllr Clokie	Mark Chaplin	Open	6/10/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>8<sup>th</sup> March 2018</b>					
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
Opt-to-Buy and Keyworkers		Cllr White	Sharon Williams/ Rebecca Wilcox	Open	9/10/17
<b>12<sup>th</sup> April 2018</b>					
<b>10<sup>th</sup> May 2018</b>					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	12/5/17
<b>14<sup>th</sup> June 2018</b>					
Final Outturn 2017/18	<i>Final budget outturn for previous financial year.</i>	Cllr Shorter	Ben Lockwood	Open	16/6/17



<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>
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
<b>12<sup>th</sup> July 2018</b>					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Peter Purcell	Open (Exempt Appendix)	14/7/17
Town Centre Annual Report		Cllr Galpin	Jo Wynn-Carter	Open	14/7/17
<b>9<sup>th</sup> August 2018</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	11/8/17

<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 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
<b>13<sup>th</sup> September 2018</b>					
<b>11<sup>th</sup> October 2018</b>					
Medium Term Financial Plan	<i>To ask Cabinet to note the Medium Term Financial Plan ahead of this year’s Budget process.</i>	Cllr Shorter	Maria Seddon	Open	13/10/17
<b>8<sup>th</sup> November 2018</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
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;  
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28/11/17