



CABINET

Notice of a Meeting, to be held in the Civic Centre, Tannery Lane, Ashford, Kent TN23
1PL on Thursday, 29th September, 2022 at 7.00 pm.

Agenda

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Agenda Item No: 15

Report To: CABINET

Date: 29TH SEPTEMBER 2022

Report Title: SCHEDULE OF KEY DECISIONS TO BE TAKEN

Report Author and Job Title: Danny Sheppard, Member Services Manager

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 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; Paul Bartlett; Neil Bell; Andrew Buchanan; Peter Feacey; Matthew Forest; Nathan Iliffe; Alan Pickering; and 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 <https://ashford.moderngov.co.uk>

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Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
29th September 2022					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Lee Foreman	Open	1/10/21
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 Feacey	Tom Swain	Open	1/10/21
Broadband and Digital Infrastructure Update	<i>To update on projects and initiatives to improve broadband in the Borough and outline the work that the team suggests can take place in the coming year.</i>	Cllr Bell	Thomas Jenkins	Open	8/7/22

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Graduate Planner Programme	<i>Report purely for information - to inform Members about the existing graduate planner programme and some of the successes of the scheme for the Council's planning department.</i>	Cllr Bell	Simon Cole	Open	28/7/22
27th October 2022					
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	Lee Foreman	Open	29/10/21
Broadband Wayleaves	<i>To update on standardised wayleave agreements and to seek a decision on whether the final wayleave documents should be sealed deeds or if delegated authority can be used for the Assistant Director of Housing to sign the final documents.</i>	Cllr Bell	Thomas Jenkins	Open	8/7/22
Corporate Commercial Property Strategy – 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 Forest	Eloise Duffy	Open	1/10/21

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Pre-Application Advice – Revised Service and Charging Structure	<i>To set out the conclusions of a review and request approval for the scale and scope of pre-application charging, including criteria for seeking Planning Performance Agreements (PPAs) and establishing deliverable service response targets.</i>	Cllr Bell	Karen Fossett	Open	24/8/22
Stodmarsh Update	<i>To update the relevant progress since the last update in March 2022 (Cabinet) setting out how the Borough mitigation strategy is progressing and further details on the Council's strategic wetland option.</i>	Cllr Bell	Daniel Carter/ Paul McKenner	Open	2/9/22
Asylum Dispersal		Cllrs Clarkson/ Buchanan	Anne Forbes	Open	23/9/22
24th November 2022					
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance 'snapshot'.</i>	Cllr Feacey	Tom Swain	Open	29/11/21
Data Protection Policy		Cllr Feacey	Tom Swain	Open	30/6/22
Council Tax Base 2023/24	<i>To present for approval the estimated 2023/24 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	Lee Foreman	Open	29/11/21

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Draft Budget 2023/24	<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	Lee Foreman	Open	29/11/21
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report.</i>	Cllr Shorter	Lee Foreman	Open	29/11/21
Brompton Development		Cllr Iliffe	Paul McKenner	Open	28/7/22
Covert Surveillance Report		Cllr Clarkson	Samantha Clarke	Open	11/4/22
Right to Buy Lease Extensions Policy		Cllr Buchanan	Hazel Tillman	Open	14/9/22
Ashford Town Centre Reset – Phase One Actions	<i>To set out the results of the Town Centre Reset Project Handbook and seek endorsement of the four key intervention areas. The report will also set out an Action Plan for the Town Centre over the next few years and propose specific new interventions within the Town Centre.</i>	Cllr Iliffe	Andrew Osborne	Open	11/4/22
Port Health Service		Cllr Bartlett	Michelle Pecci/ Anthony Baldock	Open (Exempt Appendix)	26/9/22

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Residents Survey Results		Cllr Feacey	Charlotte Hammersley/Will Race	Open	26/9/22
15th December 2022					
Housing Revenue Account (HRA) Business Plan 2022-2052 (including Financing and Affordable Homes Programme)	<i>To detail the financial position in the HRA and ask Members to agree Housing's priorities for the next year.</i>	Cllr Buchanan	Sharon Williams/Mark James	Open (Exempt Appendix)	20/12/21
Infrastructure Funding Statement		Cllr Bell	Daniel Carter	Open	20/12/21
New Waste Contract		Cllr Forest	Tracey Butler	Open	5/1/22
26th January 2023					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Nic Stevens	Open (Exempt Appendix)	29/1/21

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
23rd February 2023					
Revenue Budget 2023/24	<i>To present the draft revenue budget for 2023/24 to the Cabinet for recommendation to Council.</i>	Cllr Shorter	Lee Foreman	Open	28/2/22
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Lee Foreman	Open	28/2/22
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 Feacey	Tom Swain	Open	28/2/22
30th March 2023					
Annual Pay Policy Statement (including Review for 2023/24)	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance.</i>	Cllr Pickering	Michelle Pecci/ Joy Cross	Open	1/4/22
27th April 2023					
May 2023					
NO MEETING DUE TO BOROUGH COUNCIL ELECTIONS					

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
25th June 2023					
Corporate Plan Annual Report 2022/23	<i>To present the Annual Report 2022/23 highlighting performance against the Corporate Plan priorities.</i>	Cllr Clarkson/ Feacey	Tom Swain	Open	4/7/22
Final Outturn 2022/23	<i>Final budget outturn for previous financial year.</i>	Cllr Shorter	Lee Foreman	Open	4/7/22
Food Services Plan 2022/23	<i>To review the Council's Food Policy for delivering the Official Food Controls and to consider how they safeguard the public and support businesses To approve the plan in accordance with requirements set out in the Food Law Code of Practice.</i>	Cllr Bartlett	Linda Golightly	Open	21/2/22
27th July 2023					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Nic Stevens	Open (Exempt Appendix)	30/7/21
31st August 2023					
KEEP CLEAR FOR HOLIDAYS					

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

26/9/22

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Tabled Paper - Cabinet

Agenda Item No: 6

Report Title: Quarter 1 – Financial Monitoring

Management Response to the In-year Deficit

1. Management Team noted the reported service deficit of £1.2m (£1.7m overall) and have implemented the following actions:
 - a. Management Team to address the £450,000 of savings not delivered and identify alternative savings if original targets are no longer deliverable.
 - b. Management Team to consider other possible in year savings, in addition to savings needed to cover above.
 - c. All recruitment should be reviewed by the manager before completing a Request to Fill form. Focus on whether work can be delivered in a different way (within current team/digitisation/working across services).
 - d. All recruitment (requests to fill forms) to go through to the Senior Leadership Team (CEX/DCEX/Directors) where review of the role will be made and challenged if required.
 - e. All requests for regradings and honorariums to go to Assistant Director/Director before moving to assessment. Justification of these requests need to be clearly set out.
 - f. All non-essential spend should be stopped.
 - g. Significant areas of spend to be considered and approved as follows:
 - i. £2,000 to £25,000k – Assistant Director (or Head of Service)
 - ii. £25,000 - £50,000 – Director
 - iii. Above £50,000 – Senior Leadership Team
2. These are the initial steps the team are taking and further budget strategy work will form part of the Medium Term Financial Plan report in October.

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