



## CABINET

Notice of a Meeting, to be held in the Civic Centre, Tannery Lane, Ashford, Kent TN23 1PL on **Thursday, 28th April, 2022 at 7.00 pm.**

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The Members of the Cabinet are:-

Councillor Clarkson – Leader of the Council  
Councillor Bartlett – Deputy Leader and Portfolio Holder for Port Health  
Councillor Bell – Portfolio Holder for Planning and Development  
Councillor Buchanan – Portfolio Holder for Environment and Land Management  
Councillor Clokie – Portfolio Holder for Housing  
Councillor Feacey – Portfolio Holder for Community Safety and Wellbeing  
Councillor Forest – Portfolio Holder for Culture, Leisure and Tourism  
Councillor Iliffe – Portfolio Holder for Regeneration and Corporate Property  
Councillor Pickering – Portfolio Holder for Human Resources and Customer Services  
Councillor Shorter – Portfolio Holder for Finance and IT

### **IMPORTANT INFORMATION FOR THE PUBLIC ABOUT THIS MEETING**

**Members of the Press and public are permitted to attend this meeting in person. Anyone attending will be requested to follow the measures introduced by the Council in order to manage the risk of COVID-19. This includes wearing face coverings until seated and not attending the meeting if you are displaying any symptoms of, or have tested positive for, COVID-19. You may also wish to consider taking a Lateral Flow Test no longer than 24 hours before attending the meeting.**

**NB: Under the Council's Public Participation Scheme, members of the public can submit a petition to the Cabinet if the issue is within its terms of reference or ask a question or speak concerning any item contained on this Agenda (Procedure Rule 9 refers).**

### **Agenda**

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To declare any interests which fall under the following categories, as explained on the attached document:

- a) Disclosable Pecuniary Interests (DPI)
- b) Other Significant Interests (OSI)
- c) Voluntary Announcements of Other Interests

See Agenda Item 2 for further details

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DS  
20 April 2022

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## Declarations of Interest (see also “Advice to Members” below)

- (a) **Disclosable Pecuniary Interests (DPI)** under the Localism Act 2011, relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares a DPI in relation to any item will need to leave the meeting for that item (unless a relevant Dispensation has been granted).

- (b) **Other Significant Interests (OSI)** under the Kent Code of Conduct relating to items on this agenda. The nature as well as the existence of any such interest must be declared, and the agenda item(s) to which it relates must be stated.

A Member who declares an OSI in relation to any item will need to leave the meeting before the debate and vote on that item (unless a relevant Dispensation has been granted).

However, prior to leaving, the Member may address the Committee in the same way that a member of the public may do so.

- (c) **Voluntary Announcements of Other Interests** not required to be disclosed under (a) and (b), i.e. announcements made for transparency alone, such as:

- Membership of amenity societies, Town/Community/Parish Councils, residents' groups or other outside bodies that have expressed views or made representations, but the Member was not involved in compiling or making those views/representations, or
- Where a Member knows a person involved, but does not have a close association with that person, or
- Where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position.

[Note: Where an item would be likely to affect the financial position of a Member, relative, close associate, employer, etc.; OR where an item is an application made by a Member, relative, close associate, employer, etc., there is likely to be an OSI or in some cases a DPI. ALSO, holding a committee position/office within an amenity society or other outside body, or having any involvement in compiling/making views/representations by such a body, may give rise to a perception of bias and require the Member to take no part in any motion or vote.]

### **Advice to Members on Declarations of Interest:**

- (a) Government Guidance on DPI is available in DCLG's Guide for Councillors, at [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/5962/2193362.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/5962/2193362.pdf)
- (b) The Kent Code of Conduct was adopted by the Full Council on 19 July 2012, and a copy can be found in the Constitution alongside the Council's Good Practice Protocol for Councillors dealing with Planning Matters. See <https://www.ashford.gov.uk/media/2098/z-word5-democratic-services-constitution-2019-constitution-of-abc-may-2019-part-5.pdf>
- (c) Where a Member declares a committee position or office within, or membership of, an outside body that has expressed views or made representations, this will be taken as a statement that the Member was not involved in compiling or making them and has retained an open mind on the item(s) in question. If this is not the case, the situation must be explained.

**If any Member has any doubt about any interest which he/she may have in any item on this agenda, he/she should seek advice from the Director of Law and Governance and Monitoring Officer, or from other Solicitors in Legal and Democracy as early as possible, and in advance of the Meeting.**

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## Cabinet

Minutes of a Meeting of the Cabinet held in the Council Chamber, Civic Centre, Tannery Lane, Ashford on the **31<sup>st</sup> March 2022**.

### Present:

Cllr. Clarkson (Chairman);  
Cllr. Bartlett (Vice-Chairman);

Cllrs. Bell, Clokie, Feacey, Forest, Iliffe, Shorter

### Apologies:

Cllrs. Buchanan, Pickering, Sparks.

### Also Present:

Cllrs. Burgess, Harman.

### In attendance:

Chief Executive, Deputy Chief Executive, Solicitor to the Council and Monitoring Officer, Head of Planning and Development, Cultural Projects Manager, Web and Communications Assistant, Member Services Manager.

## 348 Minutes

### Resolved:

**That the Minutes of the Meeting of the Cabinet held on the 24<sup>th</sup> February 2022 be approved and confirmed as a correct record.**

## 349 Leader's Announcements

The Leader said there were a couple of matters he wanted to mention this evening. Firstly, he always stressed that this Borough had the best climate in the UK, but today's weather had seen a bit of everything – wind, rain, sunshine, hail, sleet and even snow! It was particularly unseasonal, but he knew the Council would continue to monitor for any knock on effects for residents.

Secondly, regarding recent proposed bus cuts from KCC, he, along with colleagues, he had met with senior representatives from Stagecoach East Kent and was pleased to advise that they had agreed not to discontinue the G-Line Service and that this would be extended for a further year. This was an important service for the town centre and surrounding areas and there had been a strong desire from the public to

retain it, so it was hoped that the extra year would give time to encourage greater use. It would be an hourly rather than half hourly service going forwards, but this was a good outcome for the Authority and the Borough.

### **350 Stodmarsh Mitigation Framework**

The Portfolio Holder introduced the report which set out the progress to date and sought the Cabinet's agreement to adopt an Operational Statement as a means of informing the development industry, stakeholders and the public of important principles relating to the progression of new wetlands in the Borough. He referred to the excellent update that Members had received from Officers prior to this meeting and reiterated that this was an issue that had a knock on effect for the whole Borough.

**Resolved:**

- That**
- (i) progress on the project to date be noted.**
  - (ii) the Operational Statement appended to the report be adopted as a document that informs the public and other stakeholders of material considerations likely to be reflected in the Council's decision making on relevant planning applications, and to that end to be published on the Council's website.**
  - (iii) the Head of Planning & Development, in consultation with the Portfolio-Holder for Planning & Development, be authorised to make or agree to non-strategic changes or updates to the Operational Statement as may be required, in liaison with the other signing bodies.**

### **351 Greater Ashford Borough Environment and Land Mapping Commission – Notes of 8<sup>th</sup> February 2022**

The Chairman of the Commission advised that this was another work stream being undertaken by this Council in order to try and protect the Borough from inappropriate development.

**Resolved:**

**That the Notes of the Meeting of the Great Ashford Borough Environment and Land Management Commission held on the 8<sup>th</sup> February 2022 be received and noted.**

### **352 Joint Transportation Board – 1<sup>st</sup> March 2022**

**Resolved:**

**That the Minutes of the Meeting of the Joint Transportation Board held on the 1<sup>st</sup> March 2022 be received and noted.**

### **353 Trading and Enterprise Board – 22<sup>nd</sup> February 2022**

**Resolved:**

**That the Minutes of the Meeting of the Trading and Enterprise Board held on the 22<sup>nd</sup> February 2022 be received and noted.**

### **354 Civic and Ceremonial Programme Board – 25<sup>th</sup> February 2022**

**Resolved:**

**That the Minutes of the Meeting of the Civic and Ceremonial Programme Board held on the 25<sup>th</sup> February 2022 be received and noted.**

### **355 Local Plan and Planning Policy Task Group – 25<sup>th</sup> February 2022**

**Resolved:**

**That the Notes of the Meeting of the Local Plan and Planning Policy Task Group held on the 25<sup>th</sup> February 2022 be received and noted.**

### **356 Member Training Panel – 23<sup>rd</sup> February 2022**

**Resolved:**

**That the Notes of the Meeting of the Member Training Panel held on the 23<sup>rd</sup> February 2022 be received and noted.**

### **357 Schedule of Key Decisions to be Taken**

**Resolved:**

**That the latest Schedule of Key Decisions as set out within the report be received and noted.**

### **358 Exclusion of the Public**

**Resolved:**

**That pursuant to Section 100A(4) of the Local Government Act 1972, as amended, the public be excluded from the meeting during consideration of the following item, as it is likely in view of the nature of the business to be transacted or the nature of the proceedings that if members of the public were present there would be disclosure of exempt information hereinafter specified by reference to Paragraphs 1, 3 and 5 of Schedule 12A of the Act, where in the circumstances the public interest in maintaining the exemption outweighs the public interest in disclosing the information.**

### **359 Victoria Park Project Update**

The Portfolio Holder introduced the exempt report which updated on progress securing tenders for the Victoria Park and Watercress Fields Refurbishment Project and advised of the Chief Executive's use of her Urgency Powers to secure additional funding to enable the project to proceed.

**Recommended:**

**That the use of the Chief Executive's Urgency Powers be noted to provide an extra £172,000 from Ashford Borough Council to help secure an extra £300,000 from the National Lottery Heritage Fund, and avoid a further increase in bidder's tender prices or delays to the project.**

### **360 Economic Regeneration and Investment Board – 1<sup>st</sup> March 2022**

**Resolved:**

**That the Notes of the Meeting of the Economic Regeneration and Investment Board held on 1<sup>st</sup> March 2022 be received and noted.**



# Agenda Item 6



ASHFORD  
BOROUGH COUNCIL

**Agenda Item No:** 6  
**Report To:** Cabinet  
**Date of Meeting:** 28 April 2022  
**Report Title:** Pay Policy Statement- Annual Review  
**Report Author & Job Title:** Michelle Pecci  
Head of HR & Customer Services  
**Portfolio Holder:** Cllr. Pickering- HR & Customer Services  
**Portfolio Holder for:**

**Summary:**

The Localism Act 2011 requires the Council to publish an Annual Pay Policy Statement; this report reviews the current Pay Policy statement, ensuring it is up to date and reflects the council's approach to pay.

The council also takes this annual review as an opportunity to review the Ashford Living Wage Allowance (ALWA) and the Ashford Apprentice Wage Allowance (AAWA).

The report highlights the decision to consolidate the ALWA into the pay scales as a longer term and more sustainable way to support our lowest paid staff and cementing our commitment to provide our lowest paid staff with a rate of pay that is better than the statutory National Living Wage rate.

**Key Decision:** No

**Significantly Affected Wards:** None

**Recommendations:** That Cabinet:

- I. **Note that Council is asked to approve the updated Pay Policy Statement.**
- II. **Note that the Ashford Apprentice Wage Allowance will increase to 20 pence per hour over the National Minimum Wage rate applicable to the age of the apprentice.**
- III. **To note the Chief Executive has exercised her Urgent Matters Delegation to implement changes to the lower pay scales to address compression caused by changes to the statutory living wage rates and to consolidate the Ashford Living Wage Allowance into the pay scales.**

**Policy Overview:** Sections 38 to 43 of the Localism Act 2011 require local government bodies to prepare a pay policy statement. These statements must articulate an authority's own policies towards a range of issues relating to the pay of its workforce, particularly senior staff and its lowest paid employees.

**Financial Implications:** The increase to the Ashford Apprentice Wage Allowance to 20 pence per hour above the national minimum wage rate (from 15 pence) will an additional circa £600 plus on costs. In addition the changes to the lowest pay scales will cost circa £80k including on costs for 2022 /23 the additional costs will be managed by use of reserves/in year savings. Beyond 2023 it will be built into the MTFP.

**Legal Implications**  
*Text agreed by Solicitor to the Council and Monitoring Officer on 5 April 2022* The Council is required to review and publish its Pay Policy Statement on an annual basis.

**Equalities Impact Assessment** The application of the Pay Policy will not result in any detrimental impact on any particular group of staff.

**Data Protection Impact Assessment:** n/a

**Risk Assessment (Risk Appetite Statement):** n/a

**Sustainability Implications:** n/a

**Other Material Implications:** n/a

**Exempt from Publication:** **NO**

**Background Papers:** n/a

**Contact:** Michelle.pecci@ashford.gov.uk – Tel: (01233) 330602

## Report Title: Pay Policy Statement- Annual Review

### Pay Policy Statement: Introduction & Background

1. The pay policy statement must be reviewed and approved each year by Full Council.
2. There are a number of statutory requirements relating to pay accountability in the Localism Act that need to be taken into account as well as a catch-all within the Act that states that members must have regard to any guidance issued or approved by the Secretary of State.
3. The statement encompasses both the statutory requirements as well as the 'broader' elements of guidance.
4. Pay policy statements may be amended during the course of a financial year to reflect changes or developments in an authority's pay policy. However, section 39(5) of the Act requires that amendments can only be made by resolution of the full Council, or a meeting of members, and that any amended statement must be published as soon as is reasonably practicable.
5. We are required to publish the ratio between the highest paid and the median salary figure. The ratio is currently 4.6:1 this is within our stated position of maintaining a pay multiple of 5 or less (paragraph 12 of the proposed pay policy statement attached).
6. Other than the changes to the Ashford Living Wage Allowance (detailed below) there are no material changes to the Pay Policy Statement.

### Ashford Living Wage Allowance

7. The Council is committed to ensure that the salaries of our employees can sustain families and individuals as well as underpinning a thriving local economy. This commitment is provided through the Ashford Living Wage Allowance (ALWA) implemented in 2013. As part of the Pay Policy review Members consider the application of an ALWA on an annual basis.
8. In the 2016 the Government introduced a statutory National Living Wage rate that aims to raise living standards amongst the lowest paid. This year the statutory National Living Wage rate rose by 6.6% from £8.91 per hour to £9.50.
9. It is the Government's ambition that the NLW will reach two thirds median pay by 2024. It is widely predicted that the NLW will be £10.50 in 2024. Although the pressure of inflation on pay rates could make this much higher, currently two thirds of the current average pay rate, based on ONS data for total pay is around £10.60 per hour which may suggest that the rate that the NLW is based on in 2024 will be higher than this.

10. The Council’s stated commitment with regard to the Ashford Living Wage is currently:

***“The council will aim to provide our lowest paid staff, irrespective of their age, with a rate of pay that is better than the statutory National Living Wage rate.”***

11. The April 2022 increase to the statutory National Living Wage rate will exceed our pay points up to SCP 14. It has been necessary to review the pay scales with a view to keep our rates ahead of the statutory National Living Wage rate, and to manage the impact of pay compression; i.e. whereby rates of pay compress, catch up or overlap as the lower spinal points increase at a faster percentage than rates further up the scale.
12. In previous reports we had highlighted the growing issue of pay compression caused by having the ALWA as an allowance. We committed to work with UNISON to review the position. This work has been underway and took into account the change to the NLW rates too.

## Revised pay scales

13. To stay ahead of the NLW, and provide some resilience against future high percentage increases to NLW it is recommended that we no longer have an Ashford Living Wage Allowance but consolidate an Ashford Living Wage into the pay scales. This rate will attract future cost of living rises, help to reduce the likelihood of compression in future years and send a strong message that we no longer have an Ashford Living Wage *Allowance* that ‘tops-up’ our lowest salaries, but we have an Ashford Living Wage as a permanent feature of our pay scales instead.
14. The Chief Executive has exercised her Urgent Matters Delegation to implement the following amendments to the pay scales. This is on the basis that the Council will not meet until after the April pay day which would delay the implementation of these changes affecting the lowest paid staff in the authority.
15. With effect from 1 April 2022 the pay scales as detailed in the table below will be amended. This will have the effect of increasing our lowest hourly rate to from £9.27 to £10.35 per hour. The revised pay scales allow for some incremental increases up to SCP 20. From SCP 21 the pay scales will remain as they are. In order to achieve this it has been necessary to consolidate our lowest pay scales (SCP8-11 and SCP10-13) into SCP 12-15. This gives us greater flexibility in how we restructure the pay scales before the rate for SCP 21 is reached.

SCP	Current hourly rate	Proposed hourly rate
8	£ 9.27 Ashford Living Wage	Consolidate SCP8-11 into SCP 12-15
9	£ 9.27 Ashford Living Wage	Consolidate SCP8-11 into SCP 12-15
10	£ 9.27 Ashford Living Wage	Consolidate SCP8-11 and SCP 10-13 into SCP 12-15
11	£ 9.27 Ashford Living Wage	Consolidate SCP8-11 and SCP 10-13 into SCP 12-15

12	£ 9.27 Ashford Living Wage	£ 10.35
13	£ 9.27 Ashford Living Wage	£ 10.40
14	£ 9.47	£ 10.45
15	£ 9.73	£ 10.50
16	£ 9.95	£ 10.65
17	£ 10.16	£ 10.75
18	£ 10.41	£ 10.85
19	£ 10.66	£ 10.95
20	£ 10.87	£ 11.05
21	£ 11.25	£ 11.25 (no change)

16. The amendments will impact around 125 post holders and will cost circa £80k including on costs. The post holders are in a range of roles including Cleaners, Aspire Operatives, Customer Service Advisors, Monitoring Centre Operatives, Finance assistants, Civil Enforcement Officers.
17. The 2.5% cost of living increase will also be applied to these rates of pay.
18. The ALWA has been a success for the council, it has supported the council in being widely recognised as a responsible and considerate employer who voluntarily provides a fair and sustainable wage to their lowest paid staff. It is therefore important for the council to be able to continue to make such a strong statement of commitment in this regard and the revision to the pay scales ensures a long-term approach to remuneration of our lowest paid staff.

## Ashford Apprentice Wage Allowance

19. Apprentices are engaged to gain practical training in a job combined with study. The status of their employment is reflected by the fact that the National Living Wage rate is not applicable to them in the first year of their apprenticeship.
20. The 2022 National Wage Rate for apprentices aged 16 to 18 and those aged 19 or over who are in their first year is £4.81 per hour. All other apprentices are entitled to the statutory National Living Wage rates as applicable to their age.
21. The Ashford Apprentice Wage Allowance (AAWA) aims to provide our apprentices with a pay rate that is “better” than the statutory National Living Wage applicable to the age of the apprentice and irrespective of whether the apprentice is in their first year.
22. The council’s stated commitment in respect of pay rate for apprentices is:

***“The council is committed to making apprenticeships accessible to all by paying a rate applicable to the apprentice’s age that aims to be better than the respective statutory National Living Wage rates.”***
23. The current AAWA is 15 pence per hour above the respective NLW rates. It is proposed that the 15 pence per hour differential is increased to 20 pence per hour above NLW rates for 2022/23. The overall additional costs of increasing to 20 pence above NLW is minimal- less than £1k.

24. For ease of reference the following table details the pay rates referred to above:

		National minimum rates from April 2021	Ashford rates for 2021/22			National minimum rates from April 2022	Proposed Ashford rates for 2022/23
Statutory National Living Wage rate		£8.91	£9.27			£9.50	£10.35
National Apprentice Rate			(+15p)	National Apprentice Rate			(+20p)
£4.30	Aged 23+	£8.91	£9.06	£4.81	Aged 23+	£9.50	£9.70
	21-22	£8.36	£8.51		21-22	£9.18	£9.38
	18-20	£6.56	£6.71		18-20	£6.83	£7.03
	Under 18	£4.62	£4.77		Under 18	£4.81	£5.01

## Implications and Risk Assessment

25. Reviewing and publishing the Pay Policy Statement will ensure that we are compliant with the requirements of the Localism Act 2011.
26. The ALWA had created some 'grade compression' in a small number of posts. This is where there is little or no differential between posts evaluated on different grades, the recent increase to NLW had compounded this further.
27. We had committed to work with UNISON this year to resolve this situation and the changes to the pay scales are a result of this joint work. The goal is that the changes can provide a solution to the problems of pay compression. However, there is a risk that the NMW will rise sharply and create a similar problem in the future. The economy is currently very uncertain so it is difficult to provide a solution that we can be confident is a long-term solution, and we may need to revisit this approach in a few years.

## Equalities Impact Assessment

28. The ALWA and AAWA benefits the lowest paid groups of staff within the council regardless of any protected characteristic. The Council's Pay Policy ensures that our staff are remunerated appropriately, equitably and legally.

## **Consultation Planned or Undertaken**

29. The changes to the pay scales have been worked on as a joint project with UNISON who have jointly shaped the approach.
30. This report together with the proposed pay policy statement was considered at the Joint Consultative Committee on 21 April 2021 and minutes of the committee will be available at Cabinet on the 28 April 2021.

## **Other Options Considered and Reasons for Supporting Option Recommended**

31. A range of options were considered to ensure our pay rates were consistent with our aim of ensuring pay for staff is 'better than the statutory National Living Wage'. Other options included withdrawing both the ALWA and AAWA, applying the National Living Wage, but this was not thought to be consistent with the council's desire to show its commitment to its lowest paid staff.
32. Different starting rates of pay were also considered, but the changes implemented aim to ensure that we avoid pay compression as national minimum wage rate increase.

## **Next Steps in Process**

33. Once approved by Council the 2022/23 Pay Policy Statement will be published on the transparency section of the Ashford Borough Council website.

## **Conclusion**

34. The pay policy statement reflects our current approach to pay and satisfies the requirements of the Localism Act.
35. The changes to the lower pay scales to consolidate the Ashford Living Wage Allowance into the regular pay scales endorses the council's commitment to its lowest paid staff by applying an hourly rate which aims "to be better" than the statutory National Living Wage in a longer term and more sustainable way to support our lowest paid staff.
36. The Ashford Apprentice Wage Allowance provides a very positive statement that the council is committed to making apprenticeships accessible to all and encourages its local people to gain worthwhile careers by paying a rate that is comparable with entering any other form of employment; which in turn will benefit the local economy.

## **Portfolio Holder's Views**

37. Cllr Pickering:

“Ashford Borough Council intends to maintain its position as an employer with good employment practices and a remuneration structure that rewards our staff based on systems to maintain fairness at all times.

We are conscious of the need to ensure the lower paid members of our staff and Apprentices are paid a rate that can sustain family life and make Apprenticeships accessible to all.”

### **Contact and Email**

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# Ashford Borough Council

## Pay Policy Statement

### Financial Year 2022/23

#### Introduction

ABC is a large and diverse organisation providing a range of statutory and other services to a local community with a population of 135,000. It is responsible for managing a combined annual capital and revenue spend of £183 million.

To ensure the council is effectively led and efficiently managed, it must be able to attract and retain a range of high calibre staff in a competitive job market. The value and composition of the remuneration package offered to senior staff is a key factor in enabling the council to attract, recruit, motivate and retain staff with the skills sets required to deliver the Council's objectives and aspirations, which in turn have a significant impact on the lives of local residents.

Notwithstanding the statutory requirement to produce and publish this policy, the Council recognises the importance and benefits of applying a transparent policy to ensure that its staff are remunerated appropriately, equitably and legally.

#### Pay Policy

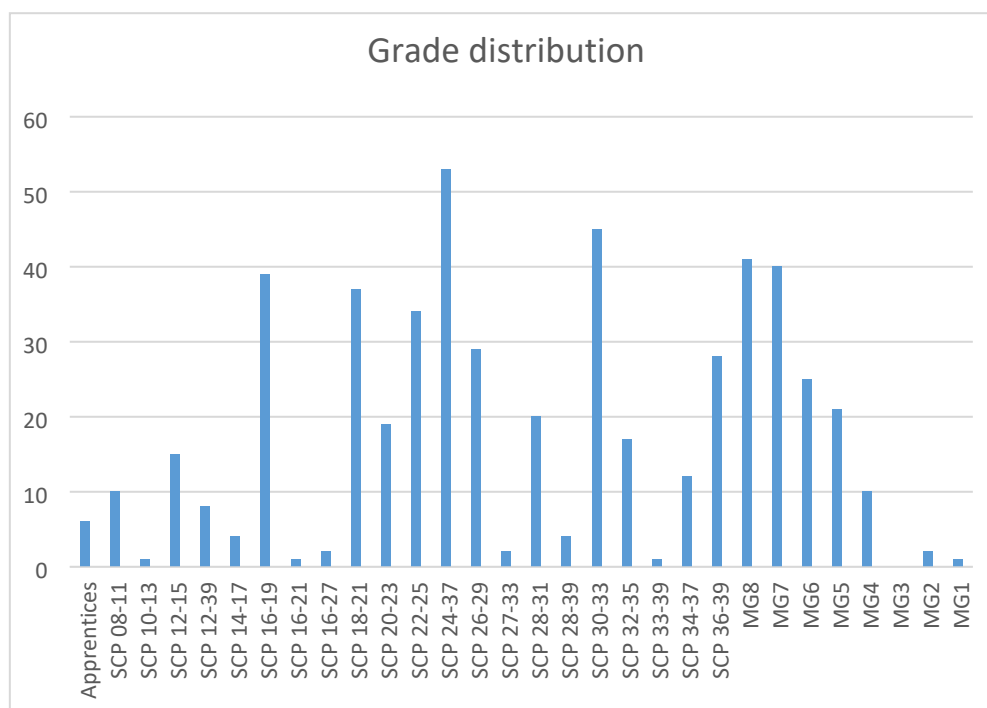
- 1 This policy statement is made in accordance with Section 38 (1) of the Localism Act 2011. The Act requires the authority to set out its policies for the financial year relating to:
  - (a) the remuneration of its chief officers,
  - (b) the remuneration of its lowest-paid employees and
  - (c) the relationship between:
    - i. the remuneration of its chief officers, and
    - ii. the remuneration of its employees who are not chief officers.
  
- 2 **Definitions:**
  - (a) The Definition of '**Chief Officer**' in the Localism Act reflects that in the Local Government and Housing Act 1989 and so is wide enough to include not only the Head of Paid Service, Monitoring Officer and other statutory and non-statutory Chief Officers but also those senior officers who report directly to them. It is not considered necessary to extend the scope of this definition due to any particular local circumstance or reward structure.
  
  - (b) A '**Lowest paid employee**' is an employee who is paid on the lowest pay grade used by the council. The definition does not include postholders engaged in apprenticeships or other job creation schemes.
  
- 3 The policy statement will be reviewed and approved annually by Members and published on the transparency section of the Ashford Borough Council website together with the pay data published in line with the code of recommended practice on data transparency. Data on pay for individuals employed under a

'contract for services' (opposed to contract of employment) can be found under the data on spend.

- 4 The council's pay framework has been in place for many years and the grade for each role is determined by a job evaluation scheme developed by Inbucon Pay Consultants.
- 5 The basic grade of all officers is determined by job evaluation process. Pay and all other elements of the remuneration package for the Chief Executive (Head of Paid Service), Deputy Chief Executive, as well as other Statutory Chief Officers, Non-Statutory Chief Officers and Deputy Chief Officers are approved by Members as part of the recruitment process and other formal approval process such as restructuring reports. The remuneration packages for all other roles are approved by senior managers.
- 6 The incremental progression for all roles, including Chief Officer roles, are automatic unless there are formal concerns over capability.
- 7 Cost of living pay awards are considered on an annual basis and take account of market forces, economic climate measures of inflation and budgetary position. The council is not subject to national pay bargaining. Pay awards are negotiated locally with UNISON and subject to approval by Members.
- 8 Apprentices are engaged to gain practical training in a job combined with study. The council is committed to making apprenticeships accessible to all and aims to pay a rate that is better than the respective Statutory National Living Wage and National Minimum Wage rates; the Ashford Apprentice Wage Allowance (AAWA) is currently set at 20 pence per hour higher than these rates. The AAWA is reviewed annually and applied to those employed by the Council on an apprenticeship.
- 9 Grades MG1 and MG2 have two additional discretionary incremental points that can be applied for recognition of performance, or as part of a retention package. These points are not automatically applied to all MG1 or MG2 roles, but if they are, they require confirmation from the officer's manager that there has been exceptional performance and the increment should be awarded.
- 10 The organisation's Returning Officer for elections receives election fees in addition to their regular salary. These fees are set by the Cabinet Office for national elections and referendums; or for borough and county elections through a countywide arrangement. The fees vary according to the election taking place. Any election fees paid during the year are included in the salary figure published in the council's annual statement of accounts.
- 11 We are required to publish pay related information. This includes the Code of Recommended Practice for Local Authorities on Data Transparency requirements to publish a Pay Multiple and information on senior salaries. The Pay Multiple is the ratio between the highest paid salary and the median average salary of the whole authority's salaries.
- 12 The current ratio between the highest paid employee and the median earnings across the organisation is **4.6:1** (excluding Returning Officer fees as these are determined by the Cabinet Office, or through a countywide arrangement. The

fees are only paid in the event of an election). The council intends to maintain a pay multiple of 5 or less i.e. the highest paid employee is paid no more than 5 times the median salary which is £29,794. The chart below shows the current dispersal of grades amongst the council's employees.

- 13 Ashford pay grades are determined through job evaluation and reflect the breadth of impact the role has for example: the level and complexity of advice given by the postholder as well as the decisions made, the qualifications required to carry out the role, the level of autonomy the postholder has as well as the level of internal and external contacts routinely made by the post-holder.



- 14 Salary information for senior staff is published annually on the transparency section of the council's website and total remuneration packages for Chief Officers are published in the council's annual statement of accounts also available on the council's website.
- 15 The Chief Executive and Deputy Chief Executive receive an annual mileage allowance to compensate for up to 3,000 work related miles travelled within Kent and are not allowed to submit mileage claims for the first 3,000 miles travelled in Kent.
- 16 Posts may attract a subsidised lease car or cash alternative. Entitlement is usually determined as part of the recruitment process and the entitlement is intended to assist the officer in carrying out their duties or, in some cases, as a recruitment tool.
- 17 All officers are entitled to be reimbursed for legitimate expenses incurred in the course of their duties. Limits are laid out in the conditions of service and all expense claims must be accompanied by receipts.

- 18 The council does not have a performance related pay scheme or a bonus scheme. Managers do have the ability to make honorarium payments to any level officer in the following circumstances:
- Covering the full/partial duties of a more senior post (other than for annual leave)
  - Taking on additional duties/responsibilities for a limited period
  - Taking on additional responsibilities e.g. project work which would not normally fall within the employee's job description
  - Taking on additional workload, which is not at an additional level of responsibility but which warrants financial recognition
  - One-off merit payments in recognition of exceptional performance.

Where the request for the payment falls outside of the above criteria the Head of Personnel and Development will take the request to Management Team for discussion.

- 19 The council does have a market supplement scheme to address market pressures that cause recruitment and retention difficulties. Market supplements are applied in exceptional circumstances and any proposed payments for a Management Team post must be approved by Members. For all other roles Management Team is able to give approval.
- 20 If a Chief Officer, or any other officer, chooses to end their employment with the authority there are no termination benefits payable.
- 21 If the council terminates an officer's employment then the council's policy on the Local Government (Early Termination of Employment) (Discretionary Compensation) Regulations 2006 may apply.
- 22 The Council will comply with obligations under the Exit Payment Recovery Regulations.
- 23 Officers may also be entitled to release of their local government pension if they satisfy the Local Government Pension Scheme (Benefits, Membership and Contributions) Regulations 2007.
- 24 Employees who are Local Government Pension Scheme members aged 55 or over are entitled to request flexible retirement in accordance with the council's Flexible Retirement policy. This allows an officer to access their local government pension and continue working in a role at either reduced hours or in a lower paid role to help their transition into retirement. Member approval is required where there is a cost associated with the release of the pension. There must be a benefit to the council in agreeing to a flexible retirement request, the benefits may include: assisting with succession planning, delivering savings etc.
- 25 In exceptional circumstances we may find ourselves in the situation whereby an officer who has been previously employed by the council (or another authority) and who, on ceasing to be employed, was in receipt of a redundancy payment and/or a local government pension is subsequently reemployed by the council. It is not the policy of Kent County Council (the pension scheme administrators) to abate pensions in payment in these circumstances.

- 26 In cases where the council shares staff with other authorities/agencies this often results in different pay scales, terms and conditions between the two parties. The council will ensure that for staff employed by Ashford Borough Council that there is internal comparability. This may result in discrepancies across teams with employees working for other employers.
- 27 The council does not intervene in the pay policy of external contractors; remuneration packages are a matter for the external contractor to determine not the council.
- 28 The Council is committed to tackling all forms of tax avoidance and therefore encourages the direct employment of staff and pays them via the payroll system. When a need arises for a temporary appointment, recruitment is normally secured by using the council's employment agency contract arrangement. In a few circumstances where it is necessary to engage self employed people who can provide exceptional skills/experience, the council will offer a contract for services. Such engagements would be in accordance with HMRC guidelines to ensure that the correct employment status has been applied for PAYE purposes.
- 29 This policy is required to be reviewed at least once a year proceeding the next financial year. Proposals to adjust the policy in a financial year must be approved by Members.

March 2022

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**Agenda Item No:** 7  
**Report To:** Cabinet  
**Date of Meeting:** 28 April 2022  
**Report Title:** Proposal for asset transfer of Kiln Field (Tenterden) to Tenterden Town Council  
**Report Author:** Terry Jones  
**Job Title:** Conservation Officer  
**Portfolio Holder:** Cllr. Matthew Forest  
**Portfolio Holder for:** Culture, Tourism and Leisure



**Summary:**

*Kiln Field* is owned by Ashford Borough Council (ABC), but held by Tenterden Town Council (TTC) on a 25-year lease that expires in 2043. It has been managed as a nature reserve since 2018 without official designation as such. In 2021 TTC applied to Natural England (NE) for *Kiln Field* to be designated a Local Nature Reserve under *Section 21 of the National Parks & Access to the Countryside Act 1949*. NE approved the application in principle but advised TTC that only the local authority (ABC) can make an application for declaration as an LNR.

The site comprises of a mixture of trees, vegetation and balancing pond (more detail in this report). Therefore this site has negligible forward development value but considerable biodiversity value, as part of the wider area biodiversity mosaic.

Kent Wildlife Trust have worked with the town council to develop a detailed forward Land Management Plan to further enhance the biodiversity value and local educational opportunities for this site. The cost of this is covered by the town council and the project itself is well supported by local residents. In the longer term, external funding opportunities will be enhanced if TTC can demonstrate their long term commitment for this site by being the site owners (overall control) and having LNR status.

TTC have confirmed they wish to proceed with a 'freehold asset transfer' and are 'agreeable to discussing terms to allow this to go ahead'.

It is recommended that the the proposed freehold asset transfer be approved, TTC will then request ABC to declare *KILN Field* a LNR and TTC will have full forward control of this site, managed as a Local Nature Reserve.

**Key Decision:** No

**Significantly Affected Wards:** Tenterden

**Recommendations:** **The Cabinet is recommended to:-**

- I. Agree the freehold asset transfer of Kiln Field to Tenterden Town Council.**
- II. Support the application for designation of Kiln Field as a Local Nature Reserve**
- III. Authorise the Solicitor to the Council and Monitoring Officer to negotiate, finalise and complete all necessary legal agreements and other documents to give effect to the above.**

**Policy Overview:** The freehold transfer of Kiln Field to Tenterden Town Council is consistent with the Localism Act 2011, notably with regards to facilitating local community involvement in the development of their neighbourhoods.

Declaration of the *Kiln Field* as an LNR is also consistent with the National Policy Planning Framework (NPPF) and Policy CS11 of the Core Strategy (Biodiversity and Geological Conservation) which seeks to protect and enhance biodiversity, and in particular to “*enhance and expand biodiversity by restoring or creating suitable semi-natural habitats and ecological networks to sustain wildlife in accordance with the aims of the National and Kent Biodiversity Action Plans*”.

Declaration as an LNR is also consistent with the ‘Public Green Spaces and Water Environment SPD’, which refers to the importance Government attaches to the protection of green belts and strategic networks of green spaces which can provide a wide range of environmental benefits. The NPPF also states that local authorities should create policies that enable the creation, protection, enhancement and management of networks of biodiversity and green infrastructure.

Declaration as an LNR will also assist the Council in achieving a number of other national targets including:-

- Natural England’s recommended target of 2 ha of LNR within 300m of people’s homes;
- Accessible Natural Greenspace Standard (ANGSt) minimum standard of 1 ha of LNR per 1000 people.
- Help to meet the Council’s biodiversity duty under Section 40 of the Natural Environment and Rural Communities (NERC) Act.
- Help meet the Council’s duty under the Environment Act 2021 to have regard to relevant Local Nature Recovery Strategies (LNRS).



<b>Financial Implications:</b>	<p>The transfer of the freehold of Kiln Field to TTC will not have any immediate financial or resource implications as ABC has already leased Kiln Field to TCC until 2043. Furthermore, following a freehold asset transfer, TTC will continue to be responsible for all associated costs in managing Kiln Field.</p> <p>Any subsequent declaration of Kiln Field as a LNR under the <i>National Parks and Access to the Countryside Act 1949 (as amended)</i> will have no financial implications for ABC as TTC will be the landowner responsible for maintaining Kiln Field as a LNR..</p>
<b>Legal Implications:</b> <i>Text agreed by Principal Solicitor for Property and Projects on 20.04.2022</i>	<p>Where the Council disposes of its assets, it is under a statutory duty pursuant to section 123 of the Local Government Act 1972 to do so at the best consideration (i.e. price) reasonably obtainable. Section 123 of the Local Government Act also requires prior advertisement of any disposal of land comprising “open space” and proper consideration of any objections received following such advertisement. The Council’s Legal Department will provide further advice in relation to the disposal and throughout the sale process.</p>
<b>Equalities Impact Assessment:</b>	<p>A full further assessment has not been provided because the transfer of the site to Tenterden Town council does not alter the existing EIA.</p>
<b>Data Protection Impact Assessment:</b>	<p>Not required as the decision does not require significant monitoring of personal information.</p>
<b>Risk Assessment (Risk Appetite Statement):</b>	<p>By transferring Kiln Field to Tenterden Town Council we are removing any risk to Ashford Borough Council in terms of the cost of managing this site as an LNR, when it is currently due to transfer back to the council at the end of the lease.</p>
<b>Sustainability Implications:</b>	<p>The recommendations in this report will have a positive impact on sustainability, as this site will be managed in perpetuity as a Local Nature Reserve and with and by local people.</p>
<b>Other Material Implications:</b>	<p>None</p>
<b>Exempt from Publication:</b>	<p>No</p>
<b>Background Papers:</b>	<ul style="list-style-type: none"> <li>• Kiln Field Nature Conservation Management Plan 2019-23</li> </ul>

- Local Nature Reserve Proposal – The *Kiln Field*
- Kiln Field Housing Development Plan showing balancing pond and ecological area

Any member who requires copies can contact:

**Contact:**

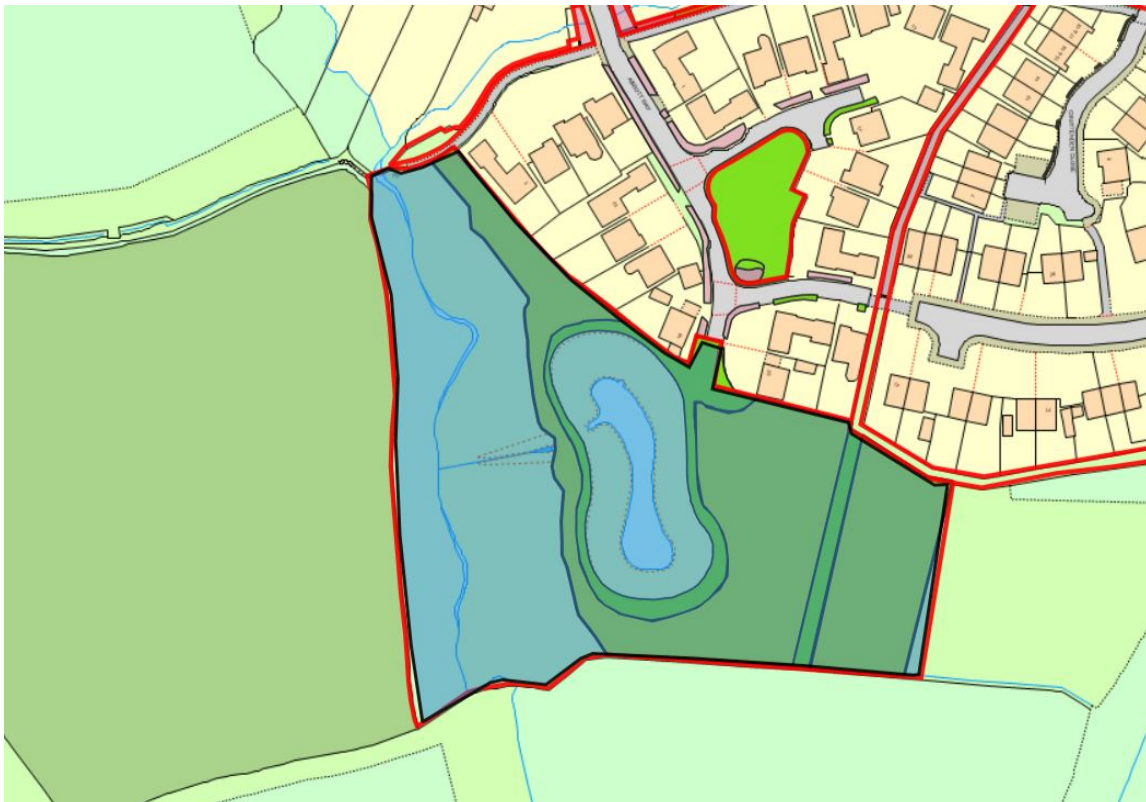
terry.jones@ashford.gov.uk

## Report Title: Proposal for asset transfer of Kiln Field (Tenterden) to Tenterden Town Council

### Introduction and Background

1. Kiln Field is a public open space owned by Ashford Borough Council (ABC) and is currently leased to Tenterden Town Council (TTC) on a 25-year lease (2018-43).
2. Kiln Field is an area of land in the southeast of Tenterden, south of the Abbotts Way/Kiln Field residential development. It is only accessible by road through this residential area via Abbotts Way from the north. It covers an area of 1.8 ha (4.5 acres) comprising woodland (40%), scrub (20%), wildflower meadow (30%), balancing pond (8%) and a stream (2%). The large balancing pond installed in 2003 acts as a drainage point for the residential development built at that time.

**Figure 1: Layout of Kiln Field**



3. Ownership of the site transferred to ABC from the housing developer (Wimpey) following the granting of planning permission for 23 residential units in November 2002 (00/00505/AS).

4. A 'Wildlife Management Plan published in 2001' set out key prescriptions for management of the (future) balancing pond created in 2003, the ancient woodland, secondary woodland / scrubland areas, and the grassland. Thereafter (and prior to the development of our in house grounds maintenance service) the site was rather neglected, until around 2015-16 when TTC started to manage and maintain Kiln Field under the village caretaker scheme. Management at this stage included removal of invasive Himalayan Balsam and cutting the meadow twice a year.
5. TTC subsequently identified an opportunity to improve and develop the site to offer educational use to local schools while retaining informal recreational use by the local community. In 2017-18 TTC commissioned Kent Wildlife Trust (KWT) to undertake a wildlife survey and educational suitability assessment of the site, and to make preliminary recommendations as to its potential future management, development and community use. The report that KWT produced was positive about the potential of the site and they expressed an interest to work further with TTC to develop Kiln Field as a sustainable and accessible resource for the community
6. In 2018, TTC started to manage Kiln Field as a nature reserve and started to explore the possibility of designating Kiln Field as a Local Nature Reserve (LNR) under the National Parks and Access to the Countryside Act 1949 (as amended). Following informal discussions with Natural England (NE), the latter confirmed that Kiln Field qualified under the NE guidance for declaration as a LNR because of its interest for wildlife, as well as its high value in the local context for formal education or research and for the informal enjoyment of nature by the public.
7. In 2021, an application' was submitted to NE to formally declare the Kiln Field as a LNR. The application was approved 'in principle' but TTC was advised that only the local authority (ABC) could declare a LNR under the National Parks and Access to the Countryside Act 1949 (as amended).
8. It is acknowledged that Kiln Field has negligible development potential due to its topography and geology, which includes a water course and balancing pond.
9. The forward management of the site as a Local Nature Reserve is of considerable biodiversity value but requires considerable resources and specialist knowledge to manage it as such. KWT have developed a forward management plan and worked with local residents and the town council on the development of the site. This approach additionally enables local educational opportunities on the flora and fauna of the site as well as the importance of habitat preservation.

### **Proposal**

10. Due to the considerable benefit to the local community, the support from all parties that designation as an LNR will have both financial and ecological benefits for the management of this area and that Tenterden Town Council are willing to take on this asset and long term responsibility, it is proposed that the site be transferred to the ownership of Tenterden Town Council.

## **Consultation Planned or Undertaken**

11. The principle for a freehold asset transfer of Kiln Field from ABC to TTC has been considered by TTC, who have informed ABC that they are agreeable to discussing terms to allow this to go ahead.
12. The recommendations in this report are supported by all local ward members.

## **Other Options Considered**

13. Ashford Borough Council could continue to own the site and make an application for the designation of the site as an LNR. However, at the expiry of the lease, the costs of running this site will transfer back to the council. Additionally, the external funding available for the ecological / biodiversity development of this site may be limited as it is held by TTC on a lease basis only. Therefore, this option is not recommended.
14. Additionally, the proposed option is an opportunity for local people to become more involved in the educational opportunities for and development of this site, for the benefit of local residents. The opportunity to transfer this asset to Tenterden Town Council should ensure this continues in perpetuity.

## **Reasons for Supporting Option Recommended**

15. These recommendations are in accordance with policy (see top of this report) and will enable the local people of Tenterden to work more closely with the town council and KWT on this asset, for the site development and further ecological education of the local residents.
16. External funding opportunities for the environmental development of this site will be more easily obtained with the long term interest of this site vested in one body (Tenterden Town Council) and can be part of the biodiversity mosaic development for the town.

## **Next Steps in Process**

17. If supported, Ashford Borough Council will make the application for the LNR on behalf of the town council and transfer the asset and the forward site management to Tenterden Town Council in perpetuity.

## **Conclusion**

18. It is recommended that the greatest value will be derived from this site by transferring this asset to Tenterden Town Council. There should be more opportunities for external funding, which in turn will facilitate additional opportunities for community engagement and education. This will develop as a local project for local people.

## **Portfolio Holder's Views**

19. This is an opportunity to develop an important local resource for local people that has much wider environmental benefits. This site will develop as an important contribution to the wider biodiversity mosaic for the area and will be the opportunity to engage and educate on a wider community development basis.

## **Contact and Email**

20. Terry Jones. [terry.jones@ashford.gov.uk](mailto:terry.jones@ashford.gov.uk)

# Agenda Item 8



ASHFORD  
BOROUGH COUNCIL

<b>Agenda Item No:</b>	8
<b>Report To:</b>	Cabinet
<b>Date of Meeting:</b>	28 <sup>th</sup> April 2022
<b>Report Title:</b>	Member Training Panel – Annual Report 2021/22
<b>Report Author &amp; Job Title:</b>	Danny Sheppard – Member Services Manager Kirsty Morland – Senior Member Services Officer
<b>Portfolio Holder</b>	Cllr. Alan Pickering – Portfolio Holder for Human Resources
<b>Portfolio Holder for:</b>	and Customer Services

<b>Summary:</b>	The report introduces the Annual Report of the Member Training Panel for 2021/22.
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**Key Decision:** NO

**Significantly Affected Wards:** None specifically

**Recommendations:** **The Cabinet is asked to receive and note the Annual Report of Member Training Panel for 2021/22.**

**Policy Overview:** The Member Training Panel has been constituted to gain feedback from Members on training and development and to steer induction/training programmes. The Council's Constitution requires the Panel to make an Annual Report to the Cabinet.

**Financial Implications:** Any spend met from within the allocated Member Training Budget.

**Legal Implications:** Members' skills, capacity and experience are important considerations in terms of effective decision making and good governance.

**Equalities Impact Assessment:** N/A

**Data Protection Impact Assessment:** N/A

**Risk Assessment (Risk Appetite Statement):** N/A

**Sustainability Implications:** N/A

**Other Material Implications:** None

**Exempt from  
Publication:**

**NO**

**Background  
Papers:**

**None**

**Contact:**

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kirsty.morland@ashford.gov.uk – Tel: (01233) 330499



## Member Training Panel Annual Report 2021/22

### Introduction and Background

1. The Council's Constitution requires the Member Training Panel to make an annual report to the Cabinet to review training issues.
2. This report will give an overview of member training from 2021/22 and expenditure from the Council's Member Training Budget as well as commenting on plans for the future.
3. The Member Training Panel has been constituted to gain feedback from Members on training and development and to steer induction/training programmes. The Panel has been formally constituted within the Council's Constitution and meets as regularly as allows, as well as producing an annual report to review training and induction issues. The Portfolio Holder for Human Resources and Customer Services also meets regularly with the Member Services Manager and Senior Member Services Officer to discuss training issues.
4. Before detailing the training undertaken during 2021/22, this report will briefly touch on the training undertaken during the previous year (2020/21). It should be noted that due to the Coronavirus Pandemic, training was increasingly limited and more virtually driven than in previous years.

### 2020/21

5. During 2020/21 the Panel met virtually to debate and approve the 2019/2020 Annual Report. The Panel had considered that the training held during that period had been impressive and welcomed.
6. Due to the Coronavirus Pandemic the Member Training Programme was derailed and training for the period 2020/21 was limited. There were a number of virtual pre-committee briefings, which were open to all Members to attend.
7. For the year 1<sup>st</sup> April 2020 to 31<sup>st</sup> March 2021 the following training events/briefings were held:
  - Safeguarding (06.10.20)
  - PREVENT (29.10.20).
  - Port Health/Brexit Preparations/Kent Covid-19 Position (21.11.20)
  - Planning Viability (13.01.21)
  - Anti-Social Behaviour (28.01.21)
  - Section 106 Obligations, Conditions and Developer Contributions (03.02.21)
  - New Housing Member Enquiry Form (25.2.21)

## Planning Committee

11<sup>th</sup> November 2020 – Members Development Briefing on Stodmarsh  
17 December 2020 – Members Development Briefing on Oakleigh House

### **8. *In addition, the following individual/group training took place***

- Councillor Burgess attended an LGiU Charing Virtual Meetings Training Session in his role as Chairman of the Planning Committee – June 2020
- Councillor Webb attended Taxi Licensing Training as Chairman of Licensing/Regulatory Committees – Institute of Licensing – August 2020
- Councillor Webb attended Institute of Licensing Training Day as Chairman of Licensing/Regulatory Committees – October 2020
- Planning Refresher Training for 3 expiring Members – October 2020
- 6 Members attended Licensing Committee Training – Institute of Licensing – January 2021

## **2021/22**

9. For the period covered by this report the Member Training Panel had eight Members, representing the three largest Political Groups on the Council. All Members are welcome to attend the meetings.
10. For the year 1<sup>st</sup> April 2021 to 31<sup>st</sup> March 2022 the following training events have been held:

Accounts Training – 12<sup>th</sup> July 2021

### ***In addition, the following individual/group training took place***

- Councillor Michael attended Licensing/Regulatory Committee Training – Institute of Licensing – June 2021
  - Planning Committee Training for 2 Newly Elected Members – October 2021
11. Officers have also routinely offered numerous pre-Committee briefings in an attempt to cover issues of interest to Members and topical issues, in a non-obtrusive and non-time consuming way. These have been held virtually and in line with the virtual meetings, and subsequent hybrid meetings, held by the Council. These have included major planning applications and many other issues. These sessions are mainly held before Planning, Audit Committee, Full Council, or Cabinet meetings. They are open to all Members and during 2021/22 the following have taken place: -

## **Planning Committee**

29 July 2021 – Eureka Park

2 September 2021 – Chilmington Secondary School  
13 October 2021 – New Aldi Store  
2 November 2021 – Elwick Road Phase 2 (Reserved Matters)  
10 November 2021 – Flour Mills, East Hill  
8 December 2021 – Conningbrook Residential Phase 2  
16 March 2022 – Project Green

### **Cabinet**

24 June 2021 – Stodmarsh (Cabinet only)

### **All Members**

15 April 2021 Stour Centre Refurbishment  
21 July 2021 – Looking Back on an Extraordinary Year  
9 September 2021 – Stodmarsh  
23 September 2021 – An Introduction to Port Health  
24 February 2022 – Project Green

### **Audit Committee**

14 October 2021 – Grant Thornton – Value for Money

12. Also during 2021/22 we have continued to send out weekly e-newsletters from both ourselves, KCC and the LGiU. These are provided to all Councillors as a summary of the previous week's developments, an outline of what is coming up and include links to enable Members to access relevant and up-to-date material. The Council has also continued regular written Leader Briefings to all Councillors. Between 1<sup>st</sup> April 2021 and 31<sup>st</sup> March 2022 the Leader issued 125 briefings (to 27/1), Portfolio Holders can also issue personal notes on matters of more specialist importance.

Another element perhaps worth mentioning for 2021/22 is the work the Council has undertaken on attempting to address intimidating behaviour towards Elected Councillors. This was brought about following an increase in this type of behaviour in the Borough and following the tragic incident with David Amess MP. In response a small Officer Working Group was set up and generated a number of outcomes: - Members were offered the opportunity to have a personal alarm (pebble), which a number took up. We also directed Members towards the Council's e-learning system, Learning Nexus, which has a bespoke training package on conflict resolution, designed especially for Members. This was particularly good and gave examples and scenarios that would be very relevant to Members. Members who were unfortunate enough to be the victim of threatening and/or intimidating behaviour in their role as a Councillor, were asked to report it the Council so it could be logged in the same way as threats to staff, to help identify trends and patterns. Attention was also re-directed to useful guidance documents produced by the LGA. Finally Groups were encouraged to review any Risk Assessments that they had for their Members with guidance from the HSE website.

### **Audit Findings (2020/21)**

13. A Member Development Audit was undertaken by the Councils Internal Audit Service during 2021 and covered the municipal year 2020/21. It was

reassuring to receive a 'Sound' level of assurance, but there were four minor recommendations which needed to be brought to the attention of the Member Training Panel. The full audit is appended to this report.

14. The four recommendations are as follows:

<b>01 - Amend Constitution to reflect changes from the decommissioning of the Licensing and Health and Safety Committee.</b>	<b>Low (Priority 4)</b>
<p><b>Finding Description:</b> The Licensing and Health and Safety Committee was decommissioned in November 2020 and the responsibilities from this Committee split across a Licensing Committee and a Regulatory Committee.</p> <p>However, this change is not reflected in the published version of the Constitution on the Council's website.</p> <p><b>Cause:</b> A number of staffing changes within the Member Services team means that changes to the Constitution have not been prioritised.</p> <p><b>Effect:</b> The Constitution does not reflect the Council's current committee structure.</p> <p><b>Recommendation:</b> The Constitution should be amended to reflect the decommissioning of the Licensing and Health and Safety Committee and replacement Licensing and Regulatory Committees.</p>	
<b>Management Response</b>	
<p><b>Response Type:</b> Noted and agreed</p> <p><b>Response Comments:</b> Noted and agreed</p>	
<b>Agreed Action</b>	
<p><b>Will update on-line version of constitution asap.</b></p>	
<p><b>Responsible officer:</b> Danny Sheppard</p>	<p><b>Implementation date:</b> 1<sup>st</sup> October 2021</p>

<b>02 - Amend Planning and Licensing Committee Terms of Reference.</b>	<b>Low (Priority 4)</b>
<p><b>Finding Description:</b> It is noted that the requirement for refresher training (to maintain current knowledge) is not something which is set out as a requirement within the terms of reference to the Licensing (Licensing and Regulatory) and Planning Committees.</p> <p><b>Cause:</b> The terms of reference for the committees are passive on the requirement for attendance of refresher training.</p> <p><b>Effect:</b> Members may be participating in Licensing and Planning decisions without a current knowledge and understanding of these areas.</p> <p><b>Recommendation:</b> Amend terms of reference to the Planning and Licensing Committees to make refresher training a requirement.</p>	
<b>Management Response</b>	
<p><b>Response Type:</b> Noted and agreed.</p> <p><b>Response Comments:</b> Will require an element of consultation with Members</p>	

<b>Agreed Action</b>	
<b>Clarify matter with Members and make amendments to Constitution if/when agreed.</b>	
<b>Responsible officer:</b> Danny Sheppard	<b>Implementation date:</b> 1 <sup>st</sup> January 2022

<b>03 - Proactive identification of Planning and Licensing Training</b>	<b>Low (Priority 4)</b>
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**Finding Description:** The approach to identifying and programming training for the Licensing and Planning committees is solely reactive. Officers from Licensing and Planning, do not for example, attend the Member Training Panel where suggested areas of training and development could be discussed, agreed and planned in advance.

**Cause:** The basis of the arrangements for identifying Licensing and Planning training operate reactively.

**Effect:** The training needs of Members of the Licensing and Planning Committees may not be identified.

**Recommendation:**

- Coordinate Licensing and Planning committee training through officer and Member discussion via the Member Training Panel.
- Explore the options for having other Committee training and officer participation through the Member Training Panel (i.e. finance, audit and scrutiny)

<b>Management Response</b>
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**Response Type:** Noted and agreed.

**Response Comments:** Will require discussion with Chairman of Member Training Panel.

<b>Agreed Action</b>
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**Will discuss with Chairman of Member Training Panel with a view to inviting relevant Officers to future Panel meetings to allow them the pro-actively identify training opportunities.**

<b>Responsible officer:</b> Danny Sheppard	<b>Implementation date:</b> 1 <sup>st</sup> January 2022
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<b>04 - Publish Member Training attendance</b>	<b>Low (Priority 4)</b>
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**Finding Description:** Member training (and training attendance) is not published on the Councils website this facility is available on through modern.gov and can be easily constructed using the existing attendance records maintained by the service.

**Cause:** The publication of Member Training attendance does not form part of the current arrangements.

**Effect:** Publication of Member training attendance would promote transparency and may indirectly encourage take up rates for training.

**Recommendation:** Publish details of member training and attendance.

<b>Management Response</b>
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<b>Response Type: Noted and agreed</b>	
<b>Response Comments: Will require Member agreement. Hasn't been accepted in the past, but agree it would promote better transparency.</b>	
<b>Agreed Action</b>	
<b>Will put a proposal to the Member Training Panel and in turn the Cabinet for approval.</b>	
<b>Responsible officer:</b> Danny Sheppard	<b>Implementation date:</b> 1 <sup>st</sup> January 2022

15. Recommendation 1 is an administrative change required following the decommissioning of the Licensing and Health and Safety Committee and has been completed.
16. Recommendation 2 is highlighting the requirement for refresher training to be carried out for those Members who sit on the Planning and Licensing (Licensing and Regulatory) Committees. These Committees require mandatory training prior to sitting on the Committees, such as is detailed within the Constitution.
- a. Members should undertake training/refresher training at least once every four years to remain 'eligible' to sit on this committee*

The Constitution is also clear on the need for refresher training to be undertaken every four years. This Recommendation is linked to Recommendation 3 and areas of training that may be overlooked, through a set session of training.

17. Recommendation 3 draws attention to potential areas of training that may be overlooked. Whilst those Members sitting on the Licensing and Planning Committees are required to undertake training every four years, there may be training that would be necessary to their work that could be provided during the year that may not be brought to their attention. It is suggested that pro-actively identifying training opportunities for these Committees and others, including Audit, Scrutiny etc, be promoted through the Member Training Panel with relevant Officers being invited to future meetings to identify training opportunities.
18. Recommendation 4 notes that Member training (and therefore training attendance) is not published on the Councils website. The publication of such training would promote transparency and in turn encourage take up rates for training. Such records can be updated via Modern.Gov and would be displayed as such:

- Councillor Anne Ambridge
- Councillor Carolyn Heaps
- Councillor John Lawrence
- Councillor Darren Owen
- Councillor Andrew Smith

Centre Only

Other councillors representing this Ward:

- Councillor Tony Baxter
- Parish: Anwick Parish Council  
Sub-Parish: New Sub Parish

#### More information about this councillor

- Attendance record
- Declarations at meetings
- Register of interests
- Voting record
- Gifts and hospitalities
- Timesheets
- Training
- Call-in request history
- My blog

## Training Information

Date range:  ◀ Earlier - Later ▶

Councillor:  ▼

#### Registered training

- 12/06/2018 - Finance Training offered by Finance Company Ltd; Finance Training for Councillors ; Value £150
- 24/05/2018 - Health and Safety Training offered by Health and Safety Officer; Health and Safety awareness for Councillors ; Value £100
- 23/05/2018 - Neighbourhood Planning offered by Local Government Association; To learn about Neighbourhood Planning in order to implement within the ward and look at funding opportunities ; Value £120

19. These records would be administered by the Member Services Team and could be updated as and when training has been completed. It should be noted that this is separate from the publication of Member Attendance at meetings, which has historically been resisted by Members.
20. The Member Training Panel felt that it was the role of the Officers supporting Member Training to pro-actively identify any training needs and opportunities and it would not be the most efficient use of Officer time to request Senior Officers to attend the Panel to discuss potential training. In respect of the publication of attendance at training sessions, the Panel felt that the attendance of Councillors on Committees where training was mandatory, such as Planning and Licensing, should be published and available to view on the Council's website.
21. The Member Training Panel considered that cyber security training was of utmost importance and consideration was given as to whether such training should be made mandatory. It was agreed that all Councillors be reminded of their requirement to undertake such training and detailed instructions on how to access this training would be provided.

## Focus for 2022/23

22. Given that the Covid-19 pandemic has derailed the Member Training programme somewhat since March 2020, we are now looking ahead to what

the focus should be for the 2022/23 Municipal Year, the fourth year of the term. This is traditionally the quieter of the four years due to most training needs having been met during the previous three years. This year is an exception to that rule and we would like to ensure that as much training, as is deemed necessary, is carried out and undertaken by Members. An outline of initial plans is therefore outlined below: -

- Local Government Finance
- Social Media Use – Possibilities and Pitfalls (Externally Provided)
- Cyber Security (including GDPR and Freedom of Information)
- Safeguarding, PREVENT and Domestic Abuse
- Dementia Awareness
- Further Planning Training (as outlined in Planning Advisory Service's recent review)
- Important renewal of compulsory Licensing and Planning Training for newly appointed Committee Members or those whose existing training is expiring.
- Virtual Meetings? (Officers and Members have reacted well to deal with these quickly and get them up and running when we had no other choice. Perhaps now we can look to see how to take advantage of the other opportunities such systems present).
- In response to the increasing number of complaints received by the Monitoring Officer, the Standards Committee has asked the Panel to look in to options for offering further Code of Conduct training for Parish Councils (particularly aimed at Proper Officers). For information we do offer a session at the start of each 4 year Council term. It is perhaps worth discussing how much further ABC should go in this regard, or if this is more an issue for KALC or individual Local Councils?

23. The list above is not exhaustive and Members are encouraged to make any other suggestions they may have.

## **Budget**

24. The Member Training Budget is £18,800 rolling over the four year life of the Council. Expenditure during the Council term can be broken down as follows:

-

### **2019/20**

Councillor Burgess to attend LGA Planning Chairmen Training Residential = £335

Overview and Scrutiny Training = £1147

Code of Conduct Training for ABC and Parish Councillors = £1019.10

Coach Hire for Members Tour = £335

Planning Viability Training = £625

Councillor Gideon to attend County Lines Conference = £205

Councillors Michael and Ovenden to attend O&S Chairmanship Training = £413.54

Councillor Lyn Suddards to attend NHS Inequalities Session = £295.62

Planning Decision Making Training = £1051.75

Councillor Lyn Suddards to attend Annual Licensing Conference = £199

Councillor Pickering to attend ACAS Course = £175

Charing Meetings Training = £985.99



Modern.Gov Training = £750

**Total for 2019/20 = £7537**

### **2020/21**

Councillor Burgess to attend Charing Virtual Meetings training course = £70  
6 Members to attend Licensing Committee Training – Institute of Licensing = £990

Councillor Webb to attend Taxi Licensing Training as Chairman of Licensing/Regulatory Committees – Institute of Licensing = £125

Councillor Webb to attend Institute of Licensing Training Day as Chairman of Licensing/Regulatory Committees = £40

**Total for 2020/21 = £1225**

### **2021/22 (so far)**

Councillors Michael to attend Licensing/Regulatory Committee Training – Institute of Licensing = £198

*£25 refund from KCC – for a previous overcharge*

**Total for 2020/21 = £173**

**Budget Remaining = £9865**

## **Conclusion**

25. This report details the training undertaken during 2021/22 and the aims for training during 2022/23. Looking ahead to the next meeting of this Panel at the start of the municipal year 2022/23 the Panel will start to look at arrangements for the Induction of the new Council.
26. The discussions between Officers and the Portfolio Holder (also Chairman of this Panel) have been helpful and productive and it is hoped that this will continue and develop with the new Member Training Panel. We would like to thank Councillors for their help, support and enthusiasm this year.

## **Portfolio Holder's Views**

27. "I welcome this all-encompassing report reflecting on the levels of training undertaken during a most difficult time with Covid. Our levels of training has shown on-going resilience and commitment to this most important aspect of our service as Councillors."

**Contact: Danny Sheppard – Member Services Manager  
Kirsty Morland – Senior Member Services Officer**

**Email: [danny.sheppard@ashford.gov.uk](mailto:danny.sheppard@ashford.gov.uk)  
[kirsty.morland@ashford.gov.uk](mailto:kirsty.morland@ashford.gov.uk)**

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## Climate Change Advisory Committee

Notes of a Meeting of the Climate Change Advisory Committee held on the **24<sup>th</sup> March 2022**.

### **Present:**

Cllr. Barrett (Chairman);  
Cllr. Feacey (Vice-Chairman);

Cllrs. Anckorn, Blanford, Campkin, Ledger.

### **Apology:**

Cllr. Mulholland

### **Also Present:**

Cllrs. Clokie, Ovenden, Walder.

Head of Environment & Land Management, Head of Housing, Housing Asset Manager, Development & Regeneration Manager, Grounds Maintenance Operations Manager, Strategy and Policy Development Manager, Project Manager Carbon Neutrality, Waste & Recycle Education Officer, Member Services Officer.

## **1. Declaration of Interest**

- 1.1 Cllr. Feacey made a Voluntary Announcement, as he was on the Management Committee of UK LPG.
- 1.2 Cllr. Walder made a Voluntary Announcement, as her husband worked on a project called GAPP.

## **2. Minutes of Previous Meeting**

- 2.1 The Minutes of the Meeting held on 13th and 17th January 2022 were agreed as an accurate record.

## **3. Housing Decarbonisation Project**

- 3.1 The Housing Asset Manager introduced this item and made a supporting presentation to the Committee in addition to the report, which set out the Council's objectives to achieve the net zero carbon agenda. The presentation covered the following subjects and points:
  - Stock background
  - The Energy Survey by Engie
  - Meeting the Challenge

- Dovetailing into the PM Programme
- Grant Funding
- History
- Engie Survey Data
- Social Housing Retrofit Accelerator
- EON

3.2 The presentation was then opened up to the Committee and the following points and questions were raised:-

- The Housing Asset Manager elaborated on some acronyms used in the presentation including an Archetype, which was a concise type of property (where each property could be matched to an Archetype). SAP stood for Standard Assessment Procedure for measuring the energy efficiency of a property. Equans was the new name for the company previously known as Engie.
- A Member commented how encouraging it was to see that ABC had been looking at carbon and energy efficiency for the last couple of decades, and were now well prepared for the task of zero carbon emissions. She asked if Members could receive breakdowns of ward allocations and how they were performing.
- ABC had previously been unsuccessful in their bid for the Government Decarbonisation fund and a Member asked if anything could be done to ensure a successful outcome in future. Engie and the Social Housing Accelerator and EON could assist ABC with completing the application for the bid admissions. The data shown was unavailable at the time of earlier bid submission, but now it was available it would greatly assist with the bidding process.
- The Head of Housing spoke about alternative sources of electricity and explained that the cost for council tenants could be prohibitive. It was something the Council were considering and expected central government were as well.
- A programme of works for double-glazing and loft insulation had been designed and the cost of this was being considered in terms of offsetting.
- ABC worked closely with other Local Authorities, with the Head of Housing chairing the Kent Housing Group. There was also a newly formed Asset Management Group.
- The installation of triple glazing windows was not considered beneficial and the cost was too great to justify.
- A full time Officer to assist with bidding processes was highly desirable, and the Head of Environment & Land Management advised there was a working assumption that a two-person Climate Change

team would be implemented in the future. In the meantime, assistance was being sought from Equans and EON with bid applications.

- ABC Officers had researched Energysprong and deemed it too costly to achieve. Half of ABC properties already met EPC ratings with good energy credentials.
- A Member asked what carbon offset measures the Housing Team had in mind. The Housing Assets Manager explained that the option appraisals had not yet been processed, so he was unable to provide that specific information at this stage. This was something that would be available in the future, further down the line.
- The cost of implementing measures to bring a property to a minimum EPC Band C was estimated at an average cost around £35k per property, would include planned maintenance work. These figures would be revisited once the data had been collated. In addition, an annual review of the HRA plan would also be undertaken – the HRA was ring fenced and could not go into deficit. The current housing stock figure was 4900. It was estimated that approximately 50% of those properties required improvements.
- Two properties were still in EPC Band G and some still in F. The least efficient properties were often easier to make changes to increase to band C, as the measures needed were fairly standard and easy to implement. The ones just below D were expected to already have standard measures such as double-glazing, insulated walls and roofs, and so it was often more challenging to bring these up into band C.
- The Chairman thanked the Head of Housing and Housing Asset Manager for their presentations and he asked the Head of Housing to report to him when Housing were in a position to prepare the next report for the Committee. He had visited Berry Place and had noted that there was extra capacity for a solar array on the roof. The Head of Housing assured the Chairman this was already a consideration for the Housing Team.

**Resolved:**

**That the Report be received and noted.**

## **4. PV on Roofs Report**

- 4.1 The Development & Regeneration Manager introduced this item and said that he concurred that it was important to maximise use of solar photovoltaic (PV) on Council buildings. He then gave a presentation to the Committee, which covered the following topics/themes:

- 100 arrays and projects initiated to produce sustainable energy
- Carlton Road
- Stour Centre Car Park
- Ellingham Industrial Estate
- Blindrooms Lane
- Challenges
- Future of the Programme

4.2.1 The presentation was then opened up to the Committee and the following points and questions were raised:-

- The Chairman asked the Development & Regeneration Manager to send an email to the Committee to advise when he expected the tender process for procuring solar panels to begin.
- The Chairman wanted noted his request for the Council to acquire a site (if not Blindrooms Lane, then an alternative) for a solar panel array. The Development & Regeneration Manager confirmed that the Council were always on alert for alternative sites, as and when they became available. Sites including Julie Rose car park were being considered and more innovative methods including cladding.
- Animal grazing could continue at sites where solar arrays were installed. The ecological impact was minimal.
- In response to a question asking whether solar panels could be installed on privately owned houses, it was confirmed that domestic properties can become carbon heavy due to the need for individual inverters.
- A request was made for a timeline for each project/initiative. Post Meeting Note – The Head of Environment & Land Management advised that each project was on Pentana and were being updated there as they were in pursuit of the agreed Corporate Plan. Consideration would be given as to how best to pull them out and represent them for the Committee.
- Concerning Carlton Road and the sleeving agreement, a Member asked whether ABC were technically able to run cables to provide electricity to other sites. The Development & Regeneration explained that there was not much take up presently for this. He added that where the Council had influence was where they would endeavour to reduce the carbon footprint.
- The Chairman requested a brief be emailed to him regarding the viability of Blindrooms Lane in Kingsnorth for a large solar array.
- A member commented that the lifespan of solar PV was in the region of 20 years, and therefore the ones on the Stour centre would soon approach the end of their life cycle. She asked whether newer replacement panels would takes up smaller space. The effectiveness of panels had increased over time, so rather than reduce the size of the array, it was more carbon efficient to increase the number of panels. Consultation and consideration was

undertaken when installing them in car parks, as to the impact on the surrounding environment.

- The Chairman thanked the Development & Regeneration Manager for his report and asked he attend the Committee in July to discuss the viability of a wind farm in Ashford.

**Resolved:**

**That the report be received and noted.**

## **5. Tree Planting Project Update**

- 5.1 The Grounds Maintenance Operations Manager gave a presentation to the Committee, which outlined and gave details on the project through the following headings:
- Project Background
  - Heat Mapping Exercise
  - Our Planting Approach
  - Progress to date
  - Community Engagement
  - Impact of Plantations
  - Miyakwi Method
  - William Road
  - Next Steps
- 5.2 A Member commented that there was some Parishes were becoming confused when completing the paperwork, and the Grounds Maintenance Operations Manager confirmed that he and the Head of Environment & Land Management were happy to assist any Parishes, and the deadline was not set in stone. Community Forums were also invited to be involved in the project
- 5.3 The % of trees likely to be lost would hopefully be under 5%. The impact of a dry summer could increase losses, but obviously, it was impossible to predict the British weather through the summer. Nature would be left to take its course and the whips were very hardy so would hopefully endure and take root. The possibility of orchards being planted was raised and the Grounds Maintenance Operations Manager said that there would be opportunities for this in the future; fruit trees were more expensive than whips and not always available at the sizes for the trees in this particular project.
- 5.4 Funding for the project was predominantly from the Forestry Commission.

**Resolved:**

**That the report be received and noted**

Queries concerning these minutes? Please contact Member Services:  
Telephone: 01233 330491 Email: [membersservices@ashford.gov.uk](mailto:membersservices@ashford.gov.uk)  
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**Agenda Item No:** 10  
**Report To:** CABINET  
**Date:** 28<sup>TH</sup> APRIL 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.

<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 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; Paul Clokie; 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>*

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>28<sup>th</sup> April 2022</b>					
Annual Pay Policy Statement (including Review for 2022/23)	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance.</i>	Cllr Pickering	Michelle Pecci/ Joy Cross	Open	19/3/21
Transfer of Kiln Field, Tenterden, to Tenterden Town Council	<i>To seek agreement to present a proposal to Tenterden Town Council for a freehold asset transfer of Kiln Field to Tenterden Town Council</i>	Cllr Forest	Terry Jones	Open	24/2/22

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>26<sup>th</sup> May 2022</b>					
Climate Change Action - Taking a Systemic Approach	<i>The report will seek endorsement of the Ashford to Zero Carbon Descent Plan (formerly known as Carbon Neutral Action Plan), acknowledge the baselines set in the Laser evaluation of our existing carbon footprint and agree a way forward. The report will also seek endorsement of the proposed new framework with which we intend to coordinate and achieve delivery and allow us to fulfil other key roles to support, enable and lobby.</i>	Cllr Clarkson	Sophie Stiles	Open	20/5/21
Repton - Land Acquisition in the HRA	<i>To advise on the progress of this project</i>	Cllr Clokie	Mark James	Open	3/2/22
Draft Equality Policy		Cllr Clarkson/ Pickering	Charlotte Hammersley	Open	6/1/22
Ashford Borough Council's Fire Safety Management Policy	<i>To seek approval for the revised Fire Safety Management Policy for Ashford Borough Council</i>	Cllr Feacey/ Iliffe	Victoria Couper-Samways	Open	11/4/21
<b>30<sup>th</sup> June 2022</b>					
Recovery Plan Annual Report 2021/22	<i>To present the Annual Report 2021/22 highlighting performance against the Recovery Plan priorities.</i>	Cllr Clarkson/ Shorter	Tom Swain	Open	28/6/21

<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>
Final Outturn 2021/22	<i>Final budget outturn for previous financial year.</i>	Cllr Shorter	Maria Stevens	Open	28/6/21
Social Value Policy		Cllr Iliffe	Aymi Laws	Open	17/2/22
South Ashford Garden Community – Vision and Strategy		Cllrs Bell/ Shorter	Dan Daley	Open	10/3/22
South Ashford Garden Community – Sustainable Transport Strategy		Cllrs Bell/ Shorter	Dan Daley	Open	10/3/22
Food Safety Policy and Annual Food Safety Service Plan	<i>To seek approval for the Council's updated Food Safety Policy and present the 2022/23 food safety service plan.</i>	Cllr Feacey	Linda Golightly	Open	21/2/22
Covert Surveillance Report		Cllr Clarkson	Samantha Clarke	Open	11/4/22
'Fair Game' - In Support of the Future of Football		Cllr Forest	Tracey Butler	Open	11/4/22
Town Centre Reset Plan for Action		Cllr Iliffe	Andrew Osborne	Open	11/4/22

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Digital Strategy		Cllrs Pickering/ Bell	Ben Robinson	Open	14/4/22
<b>28<sup>th</sup> July 2022</b>					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Nic Stevens	Open (Exempt Appendix)	30/7/21
<b>25<sup>th</sup> August 2022</b>					
<b>KEEP CLEAR FOR HOLIDAYS</b>					
<b>29<sup>th</sup> September 2022</b>					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Stevens	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 Shorter	Tom Swain	Open	1/10/21

<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 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 Iliffe	Paul McKenner	Open	1/10/21
<b>27<sup>th</sup> October 2022</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 Stevens	Open	29/10/21
<b>24<sup>th</sup> November 2022</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	Tom Swain	Open	29/11/21
Council Tax Base 2022/23	<i>To present for approval the estimated 2022/23 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	Maria Stevens	Open	29/11/21
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&amp;S Task Group and public consultation.</i>	Cllr Shorter	Maria Stevens	Open	29/11/21

<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>
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report.</i>	Cllr Shorter	Maria Stevens	Open	29/11/21
<b>15<sup>th</sup> December 2022</b>					
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 Clokie	Sharon Williams/Mark James	Open (Exempt Appendix)	20/12/21
Infrastructure Funding Statement		Cllr Bell	Daniel Carter	Open	20/12/21
Update on New Waste Contract		Cllr Buchanan	Tracey Butler	Open	5/1/22
<b>26<sup>th</sup> January 2023</b>					
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
<b>23<sup>rd</sup> February 2023</b>					
Revenue Budget 2023/24	<i>To present the draft revenue budget for 2023/24 to the Cabinet for recommendation to Council.</i>	Cllr Shorter	Maria Stevens	Open	28/2/22
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Stevens	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 Shorter	Tom Swain	Open	28/2/22
<b>30<sup>th</sup> March 2023</b>					
Annual Pay Policy Statement (including Review for 2022/23)	<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

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

14/4/22