

**Agenda Item No:** 23  
**Report To:** CABINET  
**Date:** 26<sup>TH</sup> NOVEMBER 2020



**Report Title:** SCHEDULE OF KEY DECISIONS TO BE TAKEN

**Report Author and Job Title:** Danny Sheppard, Member Services Manager (Operational)

**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. |
|-----------------|--|

**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; Bill Barrett; Neil Bell; Andrew Buchanan; Paul Clokie; Peter Feacey; Matthew Forest; 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>*

| <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> |
|--------------------------------------|---|----------------------------------|----------------------|-----------------------|--------------------------|
| <b>26<sup>th</sup> November 2020</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 Bell                        | Tom Swain            | Open                  | 2/12/19                  |
| Medium Term Financial Plan           | <i>To ask Cabinet to note the Medium Term Financial Plan ahead of this year's Budget process.</i>   | Cllr Bell                        | Maria Stevens        | Open                  | 2/12/19                  |
| Council Tax Base 2021/22             | <i>To present for approval the estimated 2021/22 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 Bell                        | Maria Stevens        | Open                  | 2/12/19                  |

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|---|--|----------------------------------|-------------------------|-----------------------|--------------------------|
| Financial Monitoring – Quarterly Report   | <i>Quarterly budget monitoring report.</i>   | Cllr Bell                        | Maria Stevens           | Open                  | 2/12/19                  |
| Taxi Licensing Policy Review  | <i>To propose amendments to the existing Taxi Licensing Policy, to ensure that the policy and approach is in line with the Department for Transport document ‘Statutory Taxi &amp; Private Hire Vehicle Standards’</i>   | Cllr Feacey                      | Trevor Ford             | Open                  | 18/8/20                  |
| Town Centre Reset   | <i>To consolidate areas of focus and investment in Ashford town centre. Focussing on the market investment demonstrated from the International Station in the past 5 years, this report focusses on defining an investment corridor stretching from the International station, through Elwick Road and up to Bank Street. Corporate, cross-departmental projects will be identified to realise these ambitions. This will identify delivery, investment and areas of opportunity to show a clear direction of travel for the future.</i> | Cllrs Clarkson/<br>Clokie        | Hannah Clayton-<br>Peck | Open                  | 3/8/20                   |
| Personnel Policies – (Flexible Working, Remote Working, Flexible Retirement and Virtual Meetings) | <i>A policy review has been undertaken as part of the Council’s recovery plan to promote consistency, transparency and ensure our relevant policies are fit for purpose during the current climate and beyond.</i>   | Cllr Pickering                   | Joy Cross               | Open                  | 2/9/20                   |

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| Personnel Policies (Sickness Policy Review, New Attendance Support and Management Policy, and Probation Policy) | <i>A policy review has been undertaken as part of the Council's recovery plan to promote consistency, transparency and ensure our relevant policies are fit for purpose during the current climate and beyond.</i>  | Cllr Pickering                   | Joy Cross                  | Open                  | 22/9/20                  |
| Ashford Borough Council Enforcement at Sevington Border Control Post (BCP)                                      | <i>To draw attention to the immense implications of Sevington being designated a BCP and the Council therefore becoming a port health authority and responsible for conducting all imported food controls for the EU and rest of world arriving via Eurotunnel.</i> | Cllr Feacey                      | Sheila Davison             | Open                  | 1/10/20                  |
| <b>17<sup>th</sup> December 2020</b>  |   |                                  |                            |                       |                          |
| Draft Budget 2021/22  | <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 Bell                        | Maria Stevens              | Open                  | 2/12/19                  |
| Housing Revenue Account (HRA) Business Plan 2020-2050 (including Financing and Affordable Homes Programme)      | <i>To presenting the HRA Business Plan and the HRA Delivery Programme together to provide an accurate picture showing the full effect of the bold decisions being taken in the HRA to meet demand for social housing.</i>   | Cllr Barrett                     | Sharon Williams/Mark James | Open                  | 31/12/19                 |

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| Five Year Vision & Strategy for the South of Ashford Garden Community | <i>To propose a vision, with a set of themed objectives and a detailed action plan and to outline who is responsible for delivery with key partners identified, along with potential challenges and resource demands.</i>   | Cllr Shorter                     | Dan Daley            | Open                  | 2/9/20                   |
| Developer Contributions – Annual Report                               | <i>Focus on developer contributions received in the last year, contributions secured in new agreements and projects that have been supported by developer funding.</i>  | Cllr Shorter                     | Gilian Macinnes      | Open                  | 13/9/19                  |
| Kent and Medway Energy and Low Emissions Strategy                     | <i>To outline that tackling climate change requires a coordinated and joined up approach, and as such working collectively with other Local Authorities is a key component to achieving the Council's own carbon neutral ambition. The report will summarise the priorities of the ELES and show how the Council is and could contribute to achieving these priorities.</i> | Cllr Clarkson                    | Jennifer Shaw        | Open                  | 21/9/20                  |
| Edinburgh Road Car Park Review  | <i>To propose that the car park operates 24/7, removal of free parking after 3 pm, introduce new options for customers such as day sessions and residential permits and the introduction of reduced fees for customers using RingGo.</i>  | Cllr Feacey                      | Alison Oates         | Open                  | 28/10/20                 |

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| Kent Music School - Supporting Relocation to Ashford | <i>To approve in principle loan funding for Kent Music School KMS to purchase a new facility in Ashford</i>   | Cllr Clarkson                    | Tracey Kerly         | Open                      | 21/10/20                 |
| <b>28<sup>th</sup> January 2021</b>                  |   |                                  |                      |                           |                          |
| Revenues & Benefits Recommended Write-Offs Schedule  | <i>Proposed formal write-off of debts</i>   | Cllr Bell                        | Nic Stevens          | Open<br>(Exempt Appendix) | 3/2/20                   |
| Bockhanger Consultation – Outcomes                   |   | Cllr Barrett                     | Rebecca Wilcox       | Open                      | 30/10/19                 |
| <b>25<sup>th</sup> February 2021</b>                 |   |                                  |                      |                           |                          |
| Revenue Budget 2021/22                               | <i>To present the draft revenue budget for 2021/22 to the Cabinet for recommendation to Council.</i>  | Cllr Bell                        | Maria Stevens        | Open                      | 28/2/20                  |
| Financial Monitoring – Quarterly Report              | <i>Quarterly budget monitoring report</i>   | Cllr Bell                        | Maria Stevens        | Open                      | 28/2/20                  |
| 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 Bell                        | Tom Swain            | Open                      | 28/2/20                  |

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| Vicarage Lane Update                                       |  | Cllr Clokie                      | Paul McKenner                | Open                  | 1/10/20                  |
| <b>25<sup>th</sup> March 2021</b>                          |  |                                  |                              |                       |                          |
| Annual Pay Policy Statement (Including Review for 2021/22) | <i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance</i> | Cllr Pickering                   | Michelle Pecci/<br>Joy Cross | Open                  | 15/3/19                  |
| <b>29<sup>th</sup> April 2021</b>                          |  |                                  |                              |                       |                          |
|  |  |                                  |                              |                       |                          |
| <b>27<sup>th</sup> May 2021</b>                            |  |                                  |                              |                       |                          |
|  |  |                                  |                              |                       |                          |
| <b>24<sup>th</sup> June 2021</b>                           |  |                                  |                              |                       |                          |
| Final Outturn 2020/21                                      | <i>Final budget outturn for previous financial year.</i>                             | Cllr Bell                        | Maria Stevens                | Open                  | 26/6/20                  |

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| Corporate Performance Report (Quarter 4) and Annual Performance Report 2020/21 | <i>To give Members and residents an overview of how the council is performing with a key performance 'snapshot' and the Annual Report will build upon the contents of quarterly performance monitoring, but will also include the following information – An Introduction from the Leader and Chief Executive; Facts and figures about Ashford; Timeline of key achievements in the Borough over the calendar year; Borough achievements; and a Financial Summary.</i> | Cllr Bell                        | Tom Swain            | Open                      | 26/6/20                  |
| <b>29<sup>th</sup> July 2021</b>   |  |                                  |                      |                           |                          |
| Revenues & Benefits Recommended Write-Offs Schedule                            | <i>Proposed formal write-off of debts</i>  | Cllr Bell                        | Nic Stevens          | Open<br>(Exempt Appendix) | 4/8/20                   |
| <b>26<sup>th</sup> August 2021</b>   |  |                                  |                      |                           |                          |
| <b>KEEP CLEAR FOR HOLIDAYS</b>   |  |                                  |                      |                           |                          |
| <b>30<sup>th</sup> September 2021</b>  |  |                                  |                      |                           |                          |
| Financial Monitoring – Quarterly Report  | <i>Quarterly budget monitoring report</i>  | Cllr Bell                        | Maria Stevens        | Open                      | 28/9/20                  |



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| 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 Clokie                      | Paul McKenner              | Open                  | 28/9/20                  |
| 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 Bell                        | Tom Swain                  | Open                  | 28/9/20                  |
| <b>28<sup>th</sup> October 2021</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 Bell                        | Maria Stevens              | Open                  | 21/10/20                 |
| Housing Revenue Account (HRA) Business Plan 2021-2051 (including Financing and Affordable Homes Programme) |   | Cllr Barrett                     | Sharon Williams/Mark James | Open                  | 21/10/20                 |

***If you wish to contact a Report Author by email, unless stated otherwise, the addresses are;  
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18/11/20