

**Agenda Item No:** 15  
**Report To:** CABINET  
**Date:** 27<sup>TH</sup> JANUARY 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>27<sup>th</sup> January 2022</b>					
Newtown Works		Cllrs Clarkson/ Iliffe	Andrew Osborne	Exempt	10/11/21
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Nic Stevens	Open (Exempt Appendix)	29/1/21

<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>
Automatic Number Plate Recognition Parking Solution – Edinburgh Road Car Park and Park Mall Car Park	<i>To seek approval to introduce ANPR at both Edinburgh Rd and Park Mall car parks. Upgrading to ANPR will give customers greater flexibility and a wider range of payment options including payment by phone using RingGo. The intention is to start installation in both car parks upon Cabinet approval from February 2022.</i>	Cllr Feacey	Mandy Cracknell	Open	18/11/21
Parking Charges at Edinburgh Road Car Park and Park Mall Car Park	<i>To agree a minimum payment of one hour and to lower the charges to accommodate the RingGo convenience fee for both Edinburgh Rd Car Park and Park Mall Car Park.</i>	Cllr Feacey	Mandy Cracknell	Open	18/11/21
Extension of Electric Vehicle Charger provision	<i>To request funding for the installation of the phase 2 EVCs in the locations that do not meet the OLEV funding criteria.</i>	Cllr Feacey	Alison Oates/ Mandy Cracknell	Open	24/11/21
Health and Safety Policy	<i>To seek approval from Cabinet for the revised Health and Safety Policy for Ashford Borough Council. This internal Policy affects the health, safety and welfare of Council employees.</i>	Cllrs Feacey/ Pickering	Natalie Pearce	Open	24/11/21
<b>24<sup>th</sup> February 2022</b>					
Revenue Budget 2022/23	<i>To present the draft revenue budget for 2022/23 to the Cabinet for recommendation to Council.</i>	Cllr Shorter	Maria Stevens	Open	28/2/20

<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	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 Shorter	Tom Swain	Open	28/2/20
Egerton Neighbourhood Plan	<i>To report the outcome of the referendum of the Egerton Parish Neighbourhood Plan and recommend formal adoption by Full Council, if the outcome of the referendum is in support of the Plan.</i>	Cllr Bell	Claire Marchant	Open	2/12/21
New Senior Structure	<i>To outline a proposed new structure, that seeks to introduce a new tier of Directors by realigning services under fewer Heads of Service (who will be re-designated Assistant Directors) and introducing three senior specialist roles.</i>	Cllr Clarkson	Tracey Kerly	Open (Exempt Appendix)	20/12/21
Rolvenden - Land Acquisition in the HRA		Cllr Clokie	Mark James	Open	7/1/22
Project Green		Cllr Clarkson	Ben Lockwood	Exempt	7/1/22

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>31<sup>st</sup> March 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
Draft Equality Policy		Cllr Clarkson/ Pickering	Charlotte Hammersley	Open	6/1/22
<b>28<sup>th</sup> April 2022</b>					
Street Lighting Project – Phase 2		Cllr Iliffe	Paul McKenner	Open	20/8/21
<b>26<sup>th</sup> May 2022</b>					
Carbon Neutral Action Plan – Adoption	<i>To adopt the plan following a period of consultation.</i>	Cllr Clarkson	Jennifer Shaw	Open	20/5/21
<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
Final Outturn 2021/22	<i>Final budget outturn for previous financial year.</i>	Cllr Shorter	Maria Stevens	Open	28/6/21

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<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
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

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<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
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report.</i>	Cllr Shorter	Maria Stevens	Open	29/11/21

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<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

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

11/1/22