

**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

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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 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

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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;  
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14/4/22