

**Agenda Item No:** 13  
**Report To:** CABINET  
**Date:** 14<sup>TH</sup> JUNE 2018



**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.
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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** None

**Papers:**

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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; Neil Bell; Clair Bell; Mike Bennett; Gareth Bradford; Paul Clokie; Graham Galpin; Alan Pickering; Neil Shorter; and Gerald White.

*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 [www.ashford.gov.uk/councillors\\_and\\_committees.aspx](http://www.ashford.gov.uk/councillors_and_committees.aspx)*

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>14<sup>th</sup> June 2018</b>					
Final Outturn 2017/18	<i>Final budget outturn for previous financial year.</i>	Cllr Shorter	Ben Lockwood/Maria Seddon	Open	16/6/17
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	Will Train	Open	11/8/17
Commercial Quarter		Cllr Galpin	Stewart Smith	Exempt	14/5/18

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
12 <sup>th</sup> July 2018					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Nic Stevens	Open (Exempt Appendix)	14/7/17
Town Centre Annual Report		Cllr Galpin	Jo Wynn-Carter	Open	14/7/17
Disabled Facilities Grants	<i>To report on the success of the integration of an OT within the housing department and to seek agreement to extend the project, to set out the position in relation to mandatory DFGs reflecting on the progress in reducing wait times, to set out proposals to offer discretionary grants on top of our existing mandatory DFGs, to provide a better service to those in need and address health equality and to provide an overview of the future proposals for a potential integrated East Kent Housing Health and Social Care project.</i>	Cllr White	Julian Watts	Open	4/5/18
Civil Penalties	<i>To recommend that the Council adopt a Policy Statement in relation to CP as an additional enforcement option. Once adopted the Council will be able to issue fines of up to £30,000. It would be expected that the maximum fine would be imposed on the worst offenders.</i>	Cllr White	Julian Watts	Open	4/5/18

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Annual Performance Report 2017/18	<i>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>	Cllrs Clarkson/ Shorter	Lorna Ford	Open	16/6/17
Updated Personnel Policies – Disciplinary, Capability and Employee Welfare	<i>The changes within the policy documents aim to reflect the organisation's reputation as a forward-thinking employer, provide an accurate reflection of the organisation's values, offer effective methodologies that aim to resolve situations, support best practice and emerging social trends and include recent changes in employment case law and changes on the horizon.</i>	Cllr Pickering	Joy Cross	Open	9/5/18
Chilham Recreation Grounds – Section 106 Funding	<i>To seek agreement to the release of funding to the Parish Council and Recreation Ground Trust for the purposes described in the report, subject to an appropriate Funding Agreement and monitoring regime being in place.</i>	Cllr Bennett	Amanda Scott	Open	17/5/18

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Lease of Land Known as Kiln Field to Tenterden Town Council	<i>To ask the Cabinet to agree to the transfer of the site to TTC on a 50 year lease and to allow the development and delivery of a management and community engagement plan by TTC.</i>	Cllr Bennett	Michelle Byrne	Open	17/5/18
Section 106 Agreements – Annual Progress Report	<i>Focus on s106 contributions received in the last year, contributions secured in new agreements and projects that have been supported by s106 funding.</i>	Cllr Clokie	Lois Jarrett	Open	16/6/17
New Multi-Storey Car Park, Station Road, Ashford		Cllr Galpin	Steve Parish	Open	24/5/18
9 <sup>th</sup> August 2018					
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	Will Train	Open	11/8/17
Corporate Commercial Property – 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 Shorter	Stewart Smith	Open	11/8/17
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	11/8/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Wye 3 Masterplan		Cllr Clokie	Mark Chaplin	Open	6/10/17
13 <sup>th</sup> September 2018					
Affordable Housing Delivery Update		Cllr White	Mark James	Open	9/3/18
Planning Peer Review		Cllr Clokie	Tim Naylor	Open	19/4/18
Residents Survey		Cllr Clarkson	Lorna Ford	Open	19/4/18
Review of Taxi Licensing Policy and Appeals Committee Terms of Reference		Cllr Bradford	Trevor Ford/ Estelle Culligan	Open	23/5/18
11 <sup>th</sup> October 2018					
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 Seddon	Open	13/10/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Leisure Procurement	<i>To update Members on the progress, process and timescales anticipated and lease arrangements proposed with ALT. To seek approval to bring the selected leisure operator proposals to the Cabinet for consideration.</i>	Cllr Bennett	Christina Fuller	Open	9/3/18
8 <sup>th</sup> November 2018					
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	Will Train	Open	11/11/16
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report.</i>	Cllr Shorter	Maria Seddon	Open	11/11/16
6 <sup>th</sup> December 2018					
Draft Budget 2019/20	<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	Ben Lockwood	Open	8/12/17
Council Tax Base 2019/20	<i>To present for approval the estimated 2019/20 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	Ben Lockwood	Open	8/12/17

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Housing Revenue Account (HRA) Business Plan 2018 – 2048	<i>An annual update of the HRA Business Plan financial projections. This report updates the position for the period 2018-48.</i>	Cllr White	Sharon Williams	Open	8/12/17
10 <sup>th</sup> January 2019					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Shorter	Nic Stevens	Open (Exempt Appendix)	12/1/18
14 <sup>th</sup> February 2019					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Shorter	Maria Seddon	Open	9/2/18
Revenue Budget 2019/20	<i>To present the draft revenue budget for 2019/20 to the Cabinet for recommendation to Council.</i>	Cllr Shorter	Maria Seddon	Open	9/2/18
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	Will Train	Open	9/2/18
Leisure Procurement	<i>To seek agreement to the appointment of a new leisure operator following the joint procurement exercise with ALT.</i>	Cllr Bennett	Christina Fuller	Open	9/3/18

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
14 <sup>th</sup> March 2019					
Annual Pay Policy Statement	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance</i>	Cllr Pickering	Michelle Pecci	Open	9/3/18
11 <sup>th</sup> April 2019					
Corporate Property Asset Management Strategy 2018–2021 – 12 Month Update		Cllr Galpin	Stewart Smith	Open	12/4/18
MAY 2019 – NO MEETING DUE TO BOROUGH COUNCIL ELECTIONS					

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

5/6/18