

Agenda Item No: 19
Report To: CABINET
Date: 29TH JUNE 2023



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.

Summary:	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

Contacts danny.sheppard@ashford.gov.uk – Tel: 01233 330349

**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 Noel Ovenden; Steve Campkin; Bill Barrett; Simon Betty; Linda Harman; Heather Hayward; Dawnie Nilsson; Kate Walder; and Liz Wright.

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, five clear days before the decision at <https://ashford.moderngov.co.uk>

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
29th June 2023					
Corporate Plan Annual Report 2022/23	<i>To present the Annual Report 2022/23 highlighting performance against the Corporate Plan priorities.</i>	Cllr Ovenden/ Hayward	Tom Swain	Open	4/7/22
Final Outturn 2022/23	<i>Final budget outturn for previous financial year.</i>	Cllr Ovenden	Lee Foreman	Open	4/7/22
Business Continuity Policy	<i>Approval is required of this reviewed Business Continuity Policy in order to ensure a clear organisational approach and commitment, as well as guide business continuity planning at an overarching and service level.</i>	Cllr Wright	Laurel Niven	Open	27/2/23
Adoption of the Charing Neighbourhood Plan	<i>To report the outcome of the referendum of the Charing Parish Neighbourhood Plan to Cabinet.</i>	Cllr Harman	Claire Marchant	Open	13/4/23

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Purchase of Trafalgar House - Use of Chief Executive's Delegated Authority		Cllr Barrett	Mark James	Open (Exempt Appendix)	13/4/23
Costs Associated with Service Review Savings	<i>Combined report proposing new staffing structures for the affected teams following consultation with staff.</i>	Various	Joy Cross	Open (Exempt Appendix)	2/5/23
27th July 2023					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Ovenden	Nic Stevens	Open (Exempt Appendix)	30/7/22
Corporate Debt Policy		Cllr Ovenden	Nic Stevens	Open	15/2/23
Update on Levelling Up Funding and Newtown Works Development	<i>To update on the progress in drawing down the Levelling Up Funding, the works undertaken to date, the current programme for the development and the risks for the project.</i>	Cllr Betty	Andrew Osborne	Open	3/2/23
Ashford Parks Foundation	<i>To describe in more detail what a Parks Foundation is, what the benefits of creating one are, and how this will be shaped for Ashford.</i>	Cllr Walder	James Laidlaw	Open	11/4/23

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Parking Charges	<i>To agree an increase in parking charges in operation for our car parks and on-street parking bays to reflect the increased running costs brought about by general inflation, rent increases, maintenance and repair costs.</i>	Cllr Betty	Alison Oates	Open	1/12/22
Ashford Town Centre Business Grants	<i>To set out the Ashford Town Centre Business Support Grants Policy and seek the Council's approval to adopt a renewed policy that will further reduce vacancy rates, and support economic activity in the town centre.</i>	Cllr Betty	Thomas Jenkins	Open	11/5/23
Corporate Enforcement Statement	<i>To present an updated Corporate Enforcement Statement. Setting out how the Council will uphold the 6 principles of the Regulators Code, the stages of enforcement action and the areas where the Council has responsibility to take action against breaches of regulation or legislation.</i>	Various	Natalie Pearce	Open	6/2/23
Anti-Social Behaviour Policy	<i>To approve the reviewed ASB policy in order to ensure a clear organisational approach and commitment to managing and addressing ASB within the borough for private residents and housing tenants. The policy will set out the obligations of all stakeholders including the CSU, Housing, Kent Police and Members.</i>	Cllr Wright	Laurel Niven	Open	14/12/22

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Review of the Statement of Community Involvement	<i>To provide the opportunity to review and update the Council's practice on consultation in line with changes introduced following the introduction of the Arcus system last year and also consider how consultation is expected to take place in advance of the preparation of the review of the Local Plan.</i>	Cllr Harman	Tim Hickling	Open	22/5/23
Community Grants Policy - outcome of consultation		Cllr Hayward	Charlotte Hammersley	Open	22/5/23
31st August 2023					
KEEP CLEAR FOR HOLIDAYS					
28th September 2023					
Financial Monitoring – Quarterly Report (including UK Shared Prosperity Fund Update)	<i>Quarterly budget monitoring report</i>	Cllr Ovenden	Lee Foreman	Open	30/9/22

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
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 Ovenden/ Hayward	Tom Swain	Open	30/9/22
Broadband and Digital Infrastructure Update	<i>To update on projects and initiatives to improve broadband in the Borough and outline the work that the team suggests can take place in the coming year.</i>	Cllr Ovenden	Thomas Jenkins	Open	30/9/22
Parking Strategy		Cllr Betty	Alison Oates	Open	1/12/22
Senior Restructure		Cllr Ovenden	Tracey Kerly	Open	11/4/23
Civic Centre Proposed Move to International House		Cllr Betty	Hannah Clayton-Peck	Open	11/4/23
Covert Surveillance Report		Cllr Walder	Samantha Clarke	Open	11/4/22
Brompton Development	<i>To update of the progress of the discussions with both Brompton and the Developer in bringing forward the proposed development including the setting up a of joint venture company.</i>	Cllr Betty	Paul McKenner	Open	28/7/22

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
26th October 2023					
Medium Term Financial Plan	<i>To ask Cabinet to note the Medium Term Financial Plan ahead of this year's Budget process.</i>	Cllr Ovenden	Lee Foreman	Open	28/10/22
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 Betty	Eloise Duffy	Open	28/10/22
Corporate Property Asbestos Policy, Procedure and Plan		Cllr Betty	Victoria Couper-Samways	Open	14/6/23
30th November 2023					
Corporate Performance Report	<i>To give Members and residents an overview of how the council is performing with a key performance 'snapshot'.</i>	Cllr Ovenden/Hayward	Tom Swain	Open	28/11/22
Council Tax Base 2023/24	<i>To present for approval the estimated 2023/24 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 Ovenden	Lee Foreman	Open	28/11/22

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Draft Budget 2024/25	<i>To present the preliminary draft service budget and outline MTFP for the purposes of subsequent formal scrutiny by the O&S Task Group and public consultation.</i>	Cllr Ovenden	Lee Foreman	Open	28/11/22
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report.</i>	Cllr Ovenden	Lee Foreman	Open	28/11/22
21st December 2023					
Housing Revenue Account (HRA) Business Plan 2023-2053 (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 Barrett	Sharon Williams/Mark James	Open (Exempt Appendix)	16/12/22
25th January 2024					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Ovenden	Nic Stevens	Open (Exempt Appendix)	27/1/23
29th February 2024					
Revenue Budget 2024/25	<i>To present the draft revenue budget for 2024/25 to the Cabinet for recommendation to Council.</i>	Cllr Ovenden	Lee Foreman	Open	24/2/23

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Ovenden	Lee Foreman	Open	24/2/23
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 Ovenden/ Hayward	Tom Swain	Open	24/2/23
21st March 2024					
Annual Pay Policy Statement (including Review for 2024/25)	<i>A review of the annual Pay Policy Statement and Ashford Living Wage Allowance.</i>	Cllr Nilsson	Michelle Pecci/ Joy Cross	Open	31/3/23
25th April 2024					
30th May 2024					

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

21/6/23