

**Agenda Item No:**

**Report To:** CABINET

**Date:** 25<sup>TH</sup> JANUARY 2024

**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.
-----------------	--

**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
<b>25<sup>th</sup> January 2024</b>					
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Ovenden	Nic Stevens	Open (Exempt Appendix)	27/1/23
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Ovenden	Lee Foreman	Open	24/2/23
Tenant Engagement Strategy	<i>To approve a Strategy to ensure a clear organisational approach and commitment to tenant engagement within the Borough. The strategy will set out an action plan and the obligations of the Tenant Engagement Team and other teams in the Housing Service as a whole.</i>	Cllr Barrett	Rebecca Smith	Open	17/10/23

<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>
Temporary Accommodation Charging Policy	<i>To obtain Cabinet approval for the adoption of the new Temporary Accommodation Charging Policy.</i>	Cllr Barrett	Amanda Gill	Open	20/9/23
Temporary Accommodation Placement Policy	<i>To obtain Cabinet approval for the adoption of the new Temporary Accommodation Placement Policy.</i>	Cllr Barrett	Amanda Gill	Open	20/9/23
Tenant Pet Policy	<i>To gain the endorsement to implement the Housing Pet Policy 2023. The policy includes all housing stock but excludes temporary accommodation.</i>	Cllr Barrett	Anthony Crossley	Open	20/11/23
<b>22<sup>nd</sup> February 2024</b>					
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
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

<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>
Parks Foundation	<i>To present feedback from consultation and a roadmap of the charity registration process alongside a risk-benefit analysis and Equalities Impact Assessment of creating a Parks Foundation.</i>	Cllr Walder	James Laidlaw	Open	24/11/23
Tenterden Leisure Centre Procurement	<i>To set out the approach and framework of the TLC procurement so it is agreed before the tender documentation is published and we embark on the 12 month procurement exercise.</i>	Cllr Walder	Shaun Meyer	Open	30/11/23
Corporate Asbestos Management Policy, Procedure and Management Plan	<i>To seek approval for the revised Asbestos Management Policy, Procedure and Plan.</i>	Cllr Betty	Victoria Couper-Samways	Open	14/6/23
Renewal of LASER Contract for the Supply of Gas and Electricity	<i>To set out the different options open to the Council when it comes to the procurement of utilities and whether or not it should enter in to a new LASER agreement so that it can continue to procure gas and electricity through the LASER framework until 30 September 2028.</i>	Cllr Betty	Victoria Couper-Samways	Open	4/12/23

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
Roof Replacement, Thermal Upgrade and PV Installation at Ellingham Industrial Estate	<i>To seek additional funding approval for the inclusion of solar panels.</i>	Cllr Betty	Lee Craker	Open	31/1/24
<b>21<sup>st</sup> March 2024</b>					
Annual Pay Policy Statement (including Review for 2024/25)	<i>A review of the annual Pay Policy Statement.</i>	Cllr Nilsson	Michelle Pecci/ Joy Cross	Open	31/3/23
Parking Strategy		Cllr Campkin	Alison Oates	Open	1/12/22
Annual Tenant Satisfaction Survey Results and Action Plans for Housing		Cllr Barrett	Joanne Burns	Open	21/12/23
<b>25<sup>th</sup> April 2024</b>					
<b>30<sup>th</sup> May 2024</b>					

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>27<sup>th</sup> June 2024</b>					
Corporate Plan Annual Report 2023/24	<i>To present the Annual Report 2023/24 highlighting performance against the Corporate Plan priorities.</i>	Cllr Ovenden/ Hayward	Tom Swain	Open	30/6/23
Final Outturn 2023/24	<i>Final budget outturn for previous financial year.</i>	Cllr Ovenden	Lee Foreman	Open	30/6/23
<b>25<sup>th</sup> July 2024</b>					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report</i>	Cllr Ovenden	Lee Foreman	Open	30/9/22
Revenues & Benefits Recommended Write-Offs Schedule	<i>Proposed formal write-off of debts</i>	Cllr Ovenden	Nic Stevens	Open (Exempt Appendix)	30/7/22
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
Corporate Plan		Cllr Ovenden	Charlotte Hammersley/ Jennifer Shaw	Open	13/12/23

Decision Item	Report Summary	Relevant Portfolio Holder	Report Author	Open or Exempt	Added to Schedule
<b>29<sup>th</sup> August 2024</b>					
<b>KEEP CLEAR FOR HOLIDAYS</b>					
<b>26th September 2024</b>					
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 Hayward	Tom Swain	Open	2/10/23
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	2/10/23
Allocations Policy		Cllr Barrett	Amanda Gill	Open	20/9/23
<b>31<sup>st</sup> October 2024</b>					
Financial Monitoring – Quarterly Report	<i>Quarterly budget monitoring report.</i>	Cllr Ovenden	Lee Foreman	Open	27/10/23

<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>
Council Tax Base 2025/26	<i>To present for approval the estimated 2025/26 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	Jo Stocks	Open	27/10/23
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	27/10/23
Annual Commercial Property Update - 2023/24	<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	27/10/23
Housing Revenue Account (HRA) Business Plan 2024 - 2054 (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	Jo Stocks/Mark James	Open (Exempt Appendix)	27/10/23
<b>28<sup>th</sup> November 2024</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 Ovenden/ Hayward	Tom Swain	Open	1/12/23



<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>
Draft Budget 2025/26	<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 Ovenden	Lee Foreman	Open	1/12/23
<b>19<sup>th</sup> December 2024</b>					

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

16/1/24