



## FORWARD PLAN AND EXEMPT CABINET REPORT LIST

**13 JULY 2016 TO 28 FEBRUARY 2017**

The Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 requires the Council to give 28 clear days' notice of any key decision or of any reports which the Cabinet intends to consider in private session.

### Key decisions

A key decision is an executive decision (taken by Cabinet or by officers on Cabinet's behalf) that is likely:

- a) To result in the Council spending or saving significantly against the Council's budget; or
- b) To be significant in terms of the effect on communities living or working in the district, in an area comprising two or more wards. However, decisions that impact on communities living or working in one ward will be treated as "key" if the impact is likely to be very significant

To help clarify what should be included as a key decision in this document, Thanet District Council has set the following thresholds:

Type of Decision	Threshold	Key Decision?
(a) Decisions involving expenditure within relevant budget approved by Council.	None.	No, unless significant effect on communities (i.e. it affects two or more wards or has a major impact within one ward)
(b) Decisions involving expenditure in excess of relevant budget approved by Council.	Any excess which exceeds the FPR virement rules.	Yes, if above threshold. If at or below threshold, a key decision if significant effect on communities (as above).
(c) Decisions on cash flow, investments and borrowings.	None.	No, unless significant effect on communities (as above).
(d) Decisions to make savings.	None.	No, unless significant effect on communities (as above).

If an executive decision does not fall into any of the above categories, it is included as non-key. Thanet District Council also includes in its published Forward Plan decisions affecting Policy Framework and Budget Setting. Other Council decisions may also be included if they have a significant impact on communities. In such cases, the decision type will be denoted as "other".

### Reports to be considered in private session

The second last column of the Plan indicates where a report is likely to contain exempt information and result in the public and press being asked to leave the meeting for the consideration of the whole or part of the item.

If you wish to make any representations relating to a proposal to hold part of a meeting in private due to the potential disclosure of exempt information, please contact Nicholas Hughes, Democratic Services Manager, PO Box 9, Cecil Street, Margate, Kent CT9 1XZ, [Nicholas.hughes@thanet.gov.uk](mailto:Nicholas.hughes@thanet.gov.uk), telephone number 01843 577208, at least 14 calendar days before the date of that meeting.

At least 5 clear (working) days before the meeting, the Council will publish on its website a notice giving details of representations received about why the meeting should be open to the public and a statement of its response.

The Plan represents a snapshot of decisions in the system as at the date of publication. It is updated 28 clear days before each meeting of Cabinet. The Plan is available for inspection at all reasonable hours free of charge at Thanet Gateway Plus, Cecil Street, Margate, Kent CT9 1RE.

### Availability of documents

Subject to any prohibition or restriction on their disclosure, copies of, or extracts from, any document listed in the Plan will be available from Thanet Gateway Plus, Cecil Street, Margate, Kent CT 9 1RE. Other documents relevant to those matters may be submitted to the decision makers; if that is the case, details of the documents as they become available can be requested by telephoning Democratic Services on 01843 577500 or by emailing [committee@thanet.gov.uk](mailto:committee@thanet.gov.uk).

The documents listed in the Plan will be published on the Council's website at least five clear (working) days before the decision date. Other documents will be published at the same time or as soon as they become available.



The Cabinet comprises the following Members who have responsibility for the portfolio areas shown:

Councillor Chris Wells	Leader of the Council
Councillor Lin Fairbrass	Deputy Leader of the Council and Cabinet Member for Community Services
Councillor Derek Crow-Brown	Cabinet Member for Corporate Governance
Councillor John Townend	Cabinet Member for Financial Services and Estates
Councillor Suzanne Brimm	Cabinet Member for Operational Services
Councillor Hunter Stummer-Schmertzing	Cabinet Member for Regeneration and Enterprise Services

### 13 July 2016 to 28 February 2017

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker

Decision to be Considered	What the Decision will mean	1. Decision Path/ 2. Lead Officer	Lead Cabinet Member	For Decision by (in case of O & S, consultation date)	Decision Type	Details of any information likely to be considered in private under Schedule 12A of the Local Government Act 1972	Documents submitted to the Decision Maker
Updated Air Quality Technical & Planning Guidance 2016	<p>The principle aim of the AQ Technical &amp; Planning Guidance is to coordinate an emission mitigation approach to the improvement of air quality across Thanet.</p> <p>This will enable key issues, including road traffic, transportation and development, to be addressed in an integrated manner and will assist in the promotion of effective Air Quality monitoring, management and education across a broader geographic area.</p> <p>The report seeks Cabinet approval to amend the Air Quality Action Plan to include updated Technical Planning Guidance.</p>	<p>1.Cabinet 2.Amanda Berry</p>	<p>Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services</p>	<p>28 Jul 16</p>	<p>Non-Key</p>		<p>Cabinet report</p>

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Annual review of corporate risk	Update of strategic risks	1.Governance and Audit Committee  Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	22 Jun 16  28 Jul 16	Non-Key		G&A report  Cabinet report
Performance Report Qtr 1	Update on Qtr 1 Performance Report	1.Corporate Performance Review Working Party  Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	23 Aug 16  8 Sep 16	Non-Key		Corporate Performance Review WP report  Cabinet report
Budget Monitoring Qtr1	Update on Qtr 1 Budget Monitoring	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	8 Sep 16	Non-Key		Cabinet report

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Outturn 2015/16	Cabinet to review the financial performance of the Council for the year 201/16 and agree movements to reserves.	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	8 Sep 16	Key		Cabinet report
Dickens House Museum	Identify future for museum	1.Cabinet 2.Abigail Raymond, Head of Built Environment	Councillor Hunter Stummer-Schmertzing, Cabinet Member for Regeneration and Enterprise Services	8 Sep 16	Non-Key		Cabinet report
Agreement of Events Policy	This ensures that the Council has a clear decision making process and charging policy.	1.Overview & Scrutiny Panel  Cabinet 2.Robert Kenyon, Director of Community Services	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	16 Aug 16  20 Oct 16	Non-Key		OSP report  Cabinet report

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Annual Treasury Management Review 2015/16	Approval of the review of treasury management indicators and activity during 2015/16.	1.Cabinet  2.Tim Willis, Director of Corporate Resources and S151 Officer	Cabinet Member for Financial Services and Estates	28 Jul 16  13 Oct 16	Non-Key		Cabinet report  Council report
Designation of the proposed conservation areas at Northdown Road, Edgar Road/Sweyn Road, Clifftop, Norfolk Road/Warwick Road/Surrey Road and Clifton Place/Grotto Gardens	To implement the Council's aim to initiate the process of designating the areas of Cliftonville as conservation areas to ensure that the architecture and quality of housing in these areas is protected for generations to come.	1.Cabinet 2.Jacob Amuli, Conservation Area Officer	Deputy Leader and Cabinet Member for Community Services	8 Sep 16	Key		Cabinet report, with results of public consultations and final appraisal documents
Agreement of Council Safeguarding Children and Vulnerable Adults Policy	This ensures that the Council meets its statutory obligations around safeguarding.	1.Cabinet 2.Penny Button, Head of Safer Neighbourhoods	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	20 Oct 16	Non-Key		Cabinet report

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Economic Development Strategy	Creation of jobs and economic growth	1. Overview & Scrutiny Panel  Cabinet  Council 2. Abigail Raymond, Head of Built Environment	Councillor Hunter Stummer-Schmertzing, Cabinet Member for Regeneration and Enterprise Services	25 Oct 16  17 Nov 16  1 Dec 16	Non-Key		OSP report  Cabinet report  Council report
Publication of pre-Submission draft Local Plan	Formal publication of Council's proposals for the future development plan for the district	1. Overview & Scrutiny Panel  Cabinet  Council 2. Adrian Verrall, Strategic Planning Manager	Councillor Lin Fairbrass, Deputy Leader of the Council and Cabinet Member for Community Services	25 Oct 16  17 Nov 16  1 Dec 16	Policy Framework		OSP report  Cabinet report  Council report
Budget Strategy 2017/18	Cabinet to agree the budget strategy for 2017/18 budget	1. Overview & Scrutiny Panel  Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	25 Oct 16  17 Nov 16	Budget setting		OSP report  Cabinet report



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Performance Report Qtr 2	Update on Qtr 2 Performance Report	1. Corporate Performance Review Working Party  Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	Before 28 Oct 16  17 Nov 16	Non-Key		CPRWP report  Cabinet report
Fees and Charges 2017/18	Council to agree the fees and charge 2017/18	1. Overview & Scrutiny Panel  Cabinet  Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	25 Oct 16  17 Nov 16  1 Dec 16	Budget setting		OSP report  Cabinet report  Council report
Budget Monitoring Qtr2	Update on Qtr2 Budget Monitoring	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Nov 16	Non-Key		Cabinet report

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Asset Management Plan	Adoption of the Asset Management Plan	1. Overview & Scrutiny Panel  Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	25 Oct 16  17 Nov 16	Non-Key		Overview & Scrutiny Panel report  Cabinet report
Treasury Management Strategy 2017/18	To agree the Council's Treasury Management Strategy	1. Governance and Audit Committee  Cabinet  Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	7 Dec 16  17 Jan 17  9 Feb 17	Budget setting		G&A Committee report  Cabinet report  Council report
Budget and Medium financial Plan 2017-2021	To agree the draft budget 2017-2021	1. Cabinet  Overview & Scrutiny Panel  Cabinet  Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Jan 17  26 Jan 17  31 Jan 17  9 Feb 17	Budget setting		Cabinet report  OSP report  Cabinet No.2 report  Council report

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Westcliffe Hall	The decision would be to proceed to market the site.	1.Cabinet 2.Mike Humber, Engineering and Technical Services Manager	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Jan 17	Non-Key	Information relating to the financial or business affairs of any particular person (including the authority holding that information).	Cabinet report
Mid Year Treasury Report 2016-17	Update on Treasury Performance for Mid year	1.Governance and Audit Committee  Cabinet  Council 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	7 Dec 16  17 Jan 17  9 Feb 17	Non-Key		G&A Committee report  Cabinet report  Council report
Budget Monitoring Qtr3	Update on Qtr 3 monitoring	1.Cabinet 2.Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	31 Jan 17	Non-Key		Cabinet report

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Performance Report Qtr3	Update on Qtr3 monitoring	1. Corporate Performance Review Working Party  Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor Derek Crow-Brown, Cabinet Member for Corporate Governance Services	Before 13 Jan 17  31 Jan 17	Non-Key		CPRWP report  Cabinet report
Council Tax Base 2017/18	To agree the Council Tax Base	1. Cabinet 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	17 Jan 17	Budget setting		Cabinet report
Council Tax - Statutory Resolution	To agree the Statutory Resolution	1. Council 2. Tim Willis, Director of Corporate Resources and S151 Officer	Councillor John Townend, Cabinet Member for Financial Services and Estates	23 Feb 17	Budget setting		Council report