



## FORWARD PLAN AND EXEMPT CABINET REPORT LIST

**11 MAY 2015 TO 29 FEBRUARY 2016**

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 Structure and Membership will be confirmed at Annual Council on 21 May 2015. The current executive areas of responsibility for the portfolio areas are as shown below:

Leader of the Council and Cabinet Member for Community Services

Deputy Leader of the Council and Cabinet Member for Housing and Planning Services

Cabinet Member for Strategic Economic Development Services

Cabinet Member for Operational Services

Cabinet Member for Business and Corporate Resources

Cabinet Member for Financial Services and Estates

## 11 May 2015 to 29 February 2016

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
Adoption of a Health & Safety Policy	A framework for Health and Safety Enforcement across the district.	1.Cabinet 2.Debbie Huckstep	Leader of the Council and Cabinet Member for Community Services	18 Jun 15	Non-Key		Cabinet report

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Corporate Performance Report December 2014 - March 2015	Cabinet to note the performance of the council to date	1. Corporate Performance Review Working Party  Cabinet 2. Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Cabinet Member for Business and Corporate Resources	Before 4 Jun 15  18 Jun 15	Non-Key		Cabinet report
Whether to designate a proposed Neighbourhood Plan Area in Ramsgate	Ramsgate Neighbourhood Plan Area will be designated, enabling the Town Council to prepare a Neighbourhood Plan for that area.	1. Cabinet 2. Adrian Verrall, Strategic Planning Manager	Deputy Leader of the Council and Cabinet Member for Housing & Planning Services	18 Jun 15	Non-Key		Cabinet Report
Whether to designate a proposed Neighbourhood Plan Area in Broadstairs and St Peters	Broadstairs and St Peters Neighbourhood Plan Area will be designated, enabling Broadstairs Town Council to prepare a Neighbourhood Plan for that area.	1. Cabinet 2. Adrian Verrall, Strategic Planning Manager	Deputy Leader of the Council and Cabinet Member for Housing & Planning Services	18 Jun 15	Non-Key		Cabinet Report

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Approve to match fund our bid to Right to Buy Social Mobility Fund	This will allow 5 households currently living in TDC stock to receive funding of £40,000 to enable them to purchase their own accommodation on the open market. Therefore 'freeing' up our stock.	1.Cabinet 2.Ashley Stacey, Strategic Housing Officer	Deputy Leader of the Council and Cabinet Member for Housing & Planning Services	18 Jun 15	Key		Cabinet Report
Empty Property Refurbishment	Approve the refurbishment of a long term empty property and the associated budget.	1.Cabinet 2.Ashley Stacey, Strategic Housing Officer	Deputy Leader of the Council and Cabinet Member for Housing & Planning Services	18 Jun 15	Key		Cabinet Report
Corporate Performance Report Outturn 2014-15	Cabinet to note the performance of the Council to date	1.Corporate Performance Review Working Party  Cabinet 2.Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Cabinet Member for Business and Corporate Resources	Before 10 Jun 15  18 Jun 15	Non-Key		Corporate Performance Review Working Party Report  Cabinet Report
Budget Monitoring Qtr1	Cabinet to note the report and agree any financial changes	1.Cabinet 2.Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Cabinet Member for Financial Services and Estates	30 Jul 15	Key		Cabinet report

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Corporate Risk Register	Cabinet to agree the Corporate Risk register for the year and delegate authority to the Risk Champion	1.Cabinet 2.Wendy Allan	Cabinet Member for Business and Corporate Resources	30 Jul 15	Non-Key		Cabinet report
Annual Treasury Review	Cabinet to review of the investment and borrowing activities of the Council	1.Governance and Audit Committee  Cabinet  Council 2.Wendy Allan	Cabinet Member for Financial Services and Estates	24 Jun 15  30 Jul 15  15 Oct 15	Non-Key		Committee and Cabinet reports
Budget Outturn for 2014-15	Cabinet to review the financial performance of the Council for the year 2014-15 and agree movements to reserves	1.Cabinet 2.Wendy Allan	Councillor Rick Everitt, Cabinet Member for Financial Services and Estates	30 Jul 15	Key		Cabinet report
Corporate Performance Report Qtr1	Cabinet to note the performance of the Council to date	1.Corporate Performance Review Working Party  Cabinet 2.Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Cabinet Member for Business and Corporate Resources	Before 17 Jul 15  30 Jul 15	Non-Key		Cabinet report

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Broadstairs and St Peter's Neighbourhood Development Plan	Broadstairs and St Peter's Town Council to prepare a Neighbourhood Development Plan for Broadstairs and St Peter's	1.Cabinet 2.Adrian Verrall, Strategic Planning Manager	Deputy Leader of the Council and Cabinet Member for Housing & Planning Services	30 Jul 15	Non-Key		Report to Cabinet
Ramsgate Neighbourhood Development Plan	Ramsgate Town Council to prepare a Neighbourhood Development Plan for Ramsgate	1.Cabinet 2.Adrian Verrall, Strategic Planning Manager	Deputy Leader of the Council and Cabinet Member for Housing & Planning Services	30 Jul 15	Non-Key		Report to Cabinet
Thanet Local Plan 2011-2031 Preferred Options	To consider the Thanet Local Plan Preferred Options document after the consultation results	1.Council 2.Adrian Verrall, Strategic Planning Manager	Deputy Leader of the Council and Cabinet Member for Housing & Planning Services	15 Oct 15	PFP		Report to Cabinet
Budget Monitoring Qtr2	Cabinet to note the report and agree any financial changes	1.Cabinet 2.Wendy Allan	Cabinet Member for Financial Services and Estates	22 Oct 15	Non-Key		Cabinet Report

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
Corporate Performance Report Qtr2		1.Cabinet, Corporate Performance Review Working Party  Cabinet 2.Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Cabinet Member for Business and Corporate Resources	Before 9 Oct 15  22 Oct 15	Non-Key		Corporate Performance Review Working Party Report  Cabinet Report
Budget Strategy 2016-17	Cabinet to agree the strategy for 2017-18 Budget	1.Cabinet 2.Wendy Allan	Cabinet Member for Financial Services and Estates	12 Nov 15	Key		Cabinet Report
Fees & Charges 2016/17	Council to agree fees and charges for 2016-17	1.Cabinet  Council 2.Wendy Allan	Cabinet Member for Financial Services and Estates	12 Nov 15  3 Dec 15	PFP		Council Report
The determination of the licensing policy statement for the next five years	Compliance with the 2003 Licensing Act in reviewing the policy every five years	1.Council 2.Phil Bensted, Regulatory Services Manager	Leader of the Council Cabinet Member for Community Services	3 Dec 15	PFP		Report to Council
The determination of the gambling policy statement for the next three years	Compliance with the 2005 Gambling Act in reviewing the policy every three years	1.Council 2.Phil Bensted, Regulatory Services Manager	Leader of the Council and Cabinet Member for Community Services	3 Dec 15	PFP		Report to Council



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Corporate Performance Report Qtr3	Cabinet to note the performance of the Council to date	1. Corporate Performance Review Working Party  Cabinet 2. Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Cabinet Member for Business and Corporate Resources	Before 14 Jan 16  21 Jan 16	Non-Key		Corporate Performance Review Working Party Report  Cabinet Report
Mid Year Treasury Report 2015-16	G&A Committee, Cabinet and Council to note the Mid Year Treasury Report	1. Governance and Audit Committee  Cabinet  Council 2. Nicola Walker, Interim Head of Financial Services Tel: 01843 577236	Cabinet Member for Financial Services and Estates	9 Dec 15  21 Jan 16  25 Feb 16	Key		Governance & Audit Committee Report  Cabinet Report  Council Report
Budget Monitoring Qtr3	Cabinet to note the report and agree any financial changes	1. Cabinet 2. Wendy Allan	Cabinet Member for Financial Services and Estates	21 Jan 16	Key		Cabinet Report
Budget and Medium Financial Plan 2016-2020	Cabinet to agree the draft budget	1. Cabinet  Council 2. Wendy Allan	Cabinet Member for Financial Services and Estates	21 Jan 16  4 Feb 16	Key		Cabinet Report  Council Report

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Treasury Management Strategy 2016-17	Cabinet to agree the Treasury Management Strategy	1.Cabinet Council 2.Wendy Allan	Cabinet Member for Financial Services and Estates	21 Jan 16 4 Feb 16	Key		Cabinet Report Council Report
Council Tax 2016-17	Council to agree Council Tax Base	1.Council 2.Wendy Allan	Cabinet Member for Financial Services and Estates	25 Feb 16	Key		Council Report