

Tunbridge Wells Borough Council

Decisions taken by the Cabinet on Thursday, 19 November 2020



Item	Topic	Decision
<b>Part 1 – Items considered in public</b>		
8	Budget Update Report 2021/22  Subject to call-in: Yes	<p><b>RESOLVED</b> – That Officers shall continue to work on delivering a balanced budget in line with the Budget Strategy and report back in December with proposals prior to public consultation on the draft budget.</p> <p><b>REASON FOR DECISION:</b> To enable Directors and Heads of Service to continue the service planning process and to help develop proposals with their respective Portfolio Holder(s) for savings, changes to service delivery and optimise income.</p>
9	Fees and Charges Setting 2021/22  Subject to call-in: Yes	<p><b>RESOLVED –</b></p> <ol style="list-style-type: none"> <li>1. That the fees and charges set out in the report and the attached appendices be agreed.</li> <li>2. That delegated authority be given to the s151 Officer to make any necessary amendments.</li> <li>3. That the timings for the price increases to be implemented as indicated in the report be agreed.</li> <li>4. That amendments to the eligibility criteria for Bulky Waste and Pest Control concessions be agreed.</li> <li>5. That the option to pay for Council Services by cheque is withdrawn, except in extremis be agreed.</li> </ol> <p><b>REASON FOR DECISION:</b> Securing revenue in line with the Medium Term Financial Strategy remains vital to balancing the budget annually in order to support all of the services provided by the Council.</p>
10	Citizen's Advice Bureau (CAB) Council Tax Protocol  Subject to call-in: Yes	<p><b>RESOLVED</b> - That the CAB Council Tax Protocol as set out in the report be adopted.</p> <p><b>REASON FOR DECISION:</b> The protocol would offer practical steps aimed at preventing people from getting into debt and would ensure that taxpayers receive help and access to debt advice when needed. It would also ensure that any enforcement is carried out within the law and was reasonable.</p>

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11	*Discretionary Housing Payments Policy  Subject to call-in: No	<b>RESOLVED</b> - That Full Council be recommended that the updated Discretionary Housing Payment Policy as detailed in the report be adopted.  <b>REASON FOR DECISION:</b> The updated policy would provide a transparent process that sets out the prioritisation of awards that would be reviewed annually.

Decision Notice published:  
Thursday 19 November  
2020

Please see below for details of the Council's call-in procedure.

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## Call-in Procedure

Call-in is the procedure whereby a decision of the Cabinet, the Leader or a Portfolio Holder, or a member or officer with delegated executive authority (an executive decision), taken but not implemented, may be examined by the Overview and Scrutiny Committee prior to implementation.

This is a power which should only be used in exceptional circumstances and should not be used in respect of day-to-day operational decisions. The procedure will not apply to decisions to which the Call-in and Urgency Procedure is applied (Overview and Scrutiny Procedure Rule 14) or to recommendations to or decisions of Full Council.

An executive decision can be called in by the date specified below (within five clear working days of the publication of the decision) by the Chairman of the Overview and Scrutiny Committee or at least any three (non-Cabinet) members of the Council in accordance with Overview and Scrutiny Procedure Rule 12 of the Constitution.

Any request for call-in must be in writing, bearing the signature(s) of the Council member(s) initiating the call-in, or by email which, if from several persons, shall require a separate email from each of them.

A request for call-in must state the reason(s) and must meet at least one of the following grounds:

- (12.6.1) inadequate consultation with stakeholders prior to decision;
- (12.6.2) the absence of adequate evidence on which to base a decision;
- (12.6.3) the decision would require a departure from or a change to the agreed budget and policy framework;
- (12.6.4) the action decided upon would not be proportionate to the desired outcome;
- (12.6.5) the decision would be open to a human rights challenge;
- (12.6.6) insufficient consideration of legal and financial advice; or
- (12.6.7) the decision is not within the Cabinet's powers or terms of reference or within the portfolio of the Leader or Portfolio Holder or member or Officer with delegated executive powers who took it.

Any request in respect of the above decisions must reach the proper officer by: **5pm on Thursday 26 November 2020**

Mark O'Callaghan  
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