
EXTRACT FROM FORWARD PLAN



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Notice of Key Decisions / Notice of Private Meetings

Pursuant to the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

This Plan gives at least 28 days notice if the Cabinet of Tunbridge Wells Borough Council intends to make a key decision¹ or make a decision in private². Other decisions by the executive are also included on the Plan wherever possible.

Relevant documents can be downloaded from the Council's website or are available on request from: Democratic Services, Town Hall, Royal Tunbridge Wells, TN1 1RS or committee@tunbridgewells.gov.uk. Documents may be submitted to the decision maker via Democratic Services.

If it is necessary to hold a meeting in private, the reasons for this are stated alongside the decision. These reasons are prescribed by Schedule 12A of the Local Government Act 1972 (as amended) and summarised at the back of this Plan.

Representations against the intention to make a decision in private can be submitted in writing to Democratic Services no less than ten working days before the meeting date.

If the Council is unable to give 28 days notice, it will publish the reasons for this on its website and at its offices.

A handwritten signature in black ink, appearing to read "Alan McDermott".

Councillor Alan McDermott
Leader of the Council

Publication Date: 31 October 2019

The most recent version of the Plan supersedes all previously issued versions
Guidance notes are provided at the back of this document

Finance and Governance Portfolio – Councillor Dawlings

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
24/10/19 Cabinet Call-In Expires 01/11/19		01/10/19 Finance and Governance Cabinet Advisory Board	Annual Audit Letter 2018/19 To receive the key findings arising from the work undertaken by the Council's independent auditors, Grant Thornton for the financial year ended 31 March 2019. ()	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	Yes	Open
24/10/19 Cabinet Call-In Expires 01/11/19		01/10/19 Finance and Governance Cabinet Advisory Board	Budget Update Report 2020/21 To consider an update on the Budget and the current financial position of the Council. (Stage 2 of 4 in setting the forthcoming year's budget.) (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
24/10/19 Cabinet Call-In Expires 01/11/19		01/10/19 Finance and Governance Cabinet Advisory Board	Royal Victoria Place An update on the British Land proposals for Royal Victoria Place. <i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act.</i> (Park)	The relevant Cabinet Advisory Board will be consulted.	Diane Brady, Property, Estates and Development Lead	Yes	Full
21/11/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Fees and Charges Setting 2020/21 To consider and agree the fees and charges set by the Council. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Performance Summary: Quarter 2 To review an outline of the Council's performance against key strategic indicators. Measures prescribed by central government through the Single Data List (SDL) and the progress against each of the strategic projects as at end of September 2019. (All Wards)	The relevant Cabinet Advisory Board will be consulted.	Finbar Gibbons, Head of Policy and Governance	No	Open

Finance and Governance Portfolio – Councillor Dawlings

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Complains Summary: Quarter 1 and 2 A review of the complaints received under the Council's complaints procedure between 1 April 2019 and 30 September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Finbar Gibbons, Head of Policy and Governance	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Revenue Management Report: Quarter 2 To receive the financial position as at the end of September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Capital Management Report: Quarter 2 To receive the financial position as at the end of September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Treasury and Prudential Indicator Management Report: Quarter 2 To receive the financial position as at the end of September 2019. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Jane Fineman, Head of Finance and Procurement	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Draft Budget 2020/21 and Medium Term Financial Strategy Update To consult on proposals for the Budget 2020/21 and Medium Term Financial Strategy and to seek permission for public consultation. (Stage 3 of 4 in setting the forthcoming year's budget.) <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Calculation of Council Tax Base To consider proposals for setting the Council Tax and Business Rate Tax Base for 2020/21. <i>(All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	Yes	Open

Finance and Governance Portfolio – Councillor Dawlings

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	<p>*Capital Strategy 2020/21 To recommend to Full Council the Capital Strategy for 2020/21. To provide guidance on the Council's capital programme and the use of its capital resources as recommended by the Chartered Institute for Public Finance and Accountancy Prudential Code and Treasury Management Codes. <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Clare Hazard, Service Accountant	No	Open
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	<p>*Budget 2020/21 and Medium Term Financial Strategy To recommend to Full Council the Council's budget for 2020/21 and revised Medium Term Financial Strategy following public consultation. (Stage 4 of 4 in setting the forthcoming year's budget.) <i>(All Wards)</i></p>	Public consultation January 2020. The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	<p>*Treasury Management Policy and Strategy To recommend to Full Council the Treasury Management Policy and Strategy to set the parameters and key information regarding the Council's treasury activity, with specific regards to investments and cash flow. <i>(All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Lee Colyer, Director of Finance, Policy and Development (Section 151 Officer)	No	Open

Property, Major Projects and Strategic Engagement Portfolio – Councillor Scott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
24/10/19 Cabinet Call-In Expires 01/11/19		01/10/19 Finance and Governance Cabinet Advisory Board	Land Asset Disposal Land Asset Disposal. <i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	Yes	Part
24/10/19 Cabinet Call-In Expires 01/11/19		01/10/19 Finance and Governance Cabinet Advisory Board	Buildings Services Contract Building Services Contract. <i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)</i>	The relevant Cabinet Advisory Board will be consulted.	Diane Brady, Property, Estates and Development Lead	Yes	Part
05/12/19 Cabinet		12/11/19 Finance and Governance Cabinet Advisory Board	Draft Asset Management Plan 2020/21 For the Cabinet to set its recommendations for the Asset Management Plan and to consult on proposed changes. <i>(All Wards)</i>	Request permission for public consultation. The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	No	Open
06/02/20 Cabinet	26/02/20 Final Decision	14/01/20 Finance and Governance Cabinet Advisory Board	*Asset Management Plan 2020/21 To recommend to Full Council the revised Asset Management Plan following public consultation. <i>(All Wards)</i>	Public consultation January 2020. The relevant Cabinet Advisory Board will be consulted.	John Antoniades, Estates Manager	No	Open

Property, Major Projects and Strategic Engagement Portfolio – Councillor Scott

Date of decision/ Decision maker	Full Council	Advisory Board	Report Title, Summary and Ward	Consultation Details	Relevant Officer	Key? ¹	Private? ²
06/02/20 Cabinet		14/01/20 Finance and Governance Cabinet Advisory Board	<p>Property Transaction Report: July - December 2019</p> <p>This report informs Cabinet of the property transactions completed under delegated authority between 1 July 2019 and 31 December 2019.</p> <p><i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (All Wards)</i></p>	The relevant Cabinet Advisory Board will be consulted.	John Antoniadis, Estates Manager	No	Part
12/03/20 Cabinet		18/02/20 Finance and Governance Cabinet Advisory Board	<p>Cemetery Depot Benhall Mill Road</p> <p>Options for the future use of the cemetery depot including new facilities for the parks maintenance contractor.</p> <p><i>Part of this meeting may be held in private in accordance with Section 100A(4) of the Local Government Act 1972 (as amended) by virtue of paragraph 3 of Schedule 12A of the Act. (Pantiles & St Mark's)</i></p>	The relevant Cabinet Advisory Board will be consulted.	Paul Doherr, Architectural Surveyor	Yes	Part

Guidance Notes

Note 1: KEY DECISIONS

A “key decision” means a decision which is to be taken by the executive of the Council which is likely to:

- (a) result in the Council incurring expenditure which is, or the making of savings which are over £250,000 as well as otherwise being significant having regard to the Council’s budget for the service or function to which the decision relates; or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more wards in the Borough of Tunbridge Wells.

Note 2: REASONS A MEETING MAY BE HELD IN PRIVATE

In accordance with section 100A(4) of the Local Government Act 1972 (as amended), the public may be excluded from a meeting on the grounds that it may involve the disclosure of exempt information as defined in Schedule 12A of the Act. The exemption must be by virtue of one or more specified paragraphs which are shown on the meeting agenda (giving 5 days notice) and, in the case of the Cabinet, on the Forward Plan (giving 28 days notice). The exemptions are summarised as follows:

Paragraph (1) - Information relating to any individual.

Paragraph (2) - Information which is likely to reveal the identity of an individual.

Paragraph (3) - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Paragraph (4) - Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office-holders under, the authority.

Paragraph (5) - Information in respect of which a claim to legal professional privilege could be maintained in legal proceedings.

Paragraph (6) - Information which reveals that the authority proposes –

- (a) to give under any enactment a notice under or by virtue of which requirements are imposed on a person; or
- (b) to make an order or direction under any enactment.

Paragraph (7) - Information relating to any action taken or to be taken in connection with the prevention, investigation or prosecution of crime.

QUALIFICATIONS:

- (8) Information falling within paragraph (3) above is not exempt information by virtue of that paragraph if it is required to be registered under –
 - (a) the Companies Act 1985;
 - (b) the Friendly Societies Act 1974;
 - (c) the Friendly Societies Act 1992;
 - (d) the Industrial and Provident Societies Acts 1965 to 1978;
 - (e) the Building Societies Act 1986; or
 - (f) the Charities Act 1993.
- (9) Information is not exempt information if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to regulation 3 of the Town and Country Planning General Regulations 1992.
- (10) Information which –
 - (a) falls within any of paragraphs 1 to 7 above; and
 - (b) is not prevented from being exempt by virtue of paragraph 8 or 9 above,
 is exempt information if and so long as, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.