

AGENDA

CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 2 November 2010

Time: 6.30 pm

Venue: Town Hall, High Street,
Maidstone

Membership:

Councillors: Harwood (Chairman), Hinder, Lusty
(Vice-Chairman), Ross, Bradshaw,
Parr and Mrs Wilson

Page No.

1. **The Committee to consider whether all items on the agenda should be web-cast.**
2. **Apologies.**
3. **Notification of Substitute Members.**
4. **Notification of Visiting Members.**

Continued Over/:

Issued on 20 October 2010

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Clare Wood on 01622 602491**.

To find out more about the work of the Overview and Scrutiny Committees, please visit www.maidstone.gov.uk/osc

Alison Broom

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone Kent ME15 6JQ**

5. Disclosures by Members and Officers:

- a) Disclosures of interest.
- b) Disclosures of lobbying.
- c) Disclosures of whipping.

6. To consider whether any items should be taken in private because of the possible disclosure of exempt information.

7. Minutes of the Meeting Held on 5 October 2010 **1 - 17**

8. Update on the LSP Economic Development & Regeneration Delivery Group **18 - 19**

Interview with:

- John Foster, Economic Development Manager; and
- Keith Grimley, Economic Development Officer.

9. Feedback on decision to remove Council Diaries

Interview with the Head of Democratic Services, Neil Harris.

10. Formulate questions for mid-year updates **20 - 21**

Discuss and formulate questions for the Leader and the Cabinet Member for Corporate Services to inform mid-year progress updates.

11. Future Work Programme and Forward Plan of Key Decisions **22 - 31**

MAIDSTONE BOROUGH COUNCIL

MINUTES OF THE CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE MEETING HELD ON TUESDAY 5 OCTOBER 2010

PRESENT: Councillor Harwood (Chairman)
Councillors Hinder, Lusty, Ross, Bradshaw, Parr and
Mrs Wilson

APOLOGIES: Apologies for absence was received from Councillors

51. The Committee to consider whether all items on the agenda should be web-cast.

Resolved: That all items on the agenda be web-cast.

52. Apologies.

There were none.

53. Notification of Substitute Members.

There were no substitute Members.

54. Notification of Visiting Members.

There were no visiting Members.

55. Disclosures by Members and Officers:

There were no disclosures.

56. To consider whether any items should be taken in private because of the possible disclosure of exempt information.

Resolved: That all items on the agenda be taken in public.

57. Minutes of the Meeting held on 31 August

Resolved: That the minutes of the meeting held on 31 August 2010 be agreed as a correct record and duly signed by the Chairman.

58. Gateway Review: Interview with Job Centre Plus:

The Committee noted that Alison Culshaw had sent her apologies. The Committee considered their current work programme and asked if a written statement could be requested asking for Mrs Culshaw's views on the why the Job Centre Plus had not come into the Gateway, if it was something they would consider again and any ideas she may have on improving the Gateway.

Resolved: That the Scrutiny & Performance Officer would write to Mrs Culshaw requesting a statement in response to why the Job Centre Plus did not come into the Gateway, if this was something that they would consider again and any ideas for improving the Gateway.

59. Green ICT Policy Discussion Paper:

The Chairman welcomed Dave Lindsay, ICT Manager and Jennifer Hunt, EMS Manager to the meeting. Mr Lindsay gave a brief overview of the Councils current position (Appendix A) and stated that the approach was currently to embed processes further through existing strategies.

The Committee queried some of the technical detail in the report. Mr Lindsay explained that the thin client technology mentioned in the report reduced the amount of data travelling in-between systems and PCs which should increase effectiveness of computers whilst keeping data secure.

Members asked Mr Lindsay if carbon emissions for the Council had already peaked. Mr Lindsay explained that an extensive upgrade programme switching staff over from desktop PCs to laptops had taken place as part of the office move. In response to further questions on increasing numbers of PCs and Laptops being used by the Council, the Committee was informed that it was unlikely that there would be an increase in the number of units currently used however, new technology was constantly emerging and it was expected that any increases would be offset through other initiatives.

The Committee considered that a corporate steer was required in order to ensure full compliance and asked how this was being addressed. Miss Hunt responded that the Carbon Reduction Board was currently looking in to the cultural issues and was considering a number of initiatives such as Green Champions and a green issues newsletter in order to change the culture. It was also noted that the Cabinet Member for the Environment was on the Carbon Reduction Board. The Committee requested assurance that Manager's and Members would be engaged.

It was noted by the Committee that the current Climate Change Action Plan was due to end in 2010/11 and that work was ongoing to ensure that green issues and climate change were considered in all reports and action plans.

The Committee was keen to know how they could help and was concerned that the technology the Council already owns should be working to increase productivity, they stressed that officers and Members need tools appropriate to their role. Mr Lindsay confirmed that technology and new ways of working were embedded in some areas better than others and although home working was well established and working well that there was scope for improvement for mobile working. The Committee concluded that the emerging Green ICT Strategy should include a consideration of wider working practices with a review of how technological tools are being used including a cost benefit analysis.

The Committee considered funding for Green Technology, it was assessed that there was potential to use invest to save funds. But that there would still need to be capital budgets available to support new technology where invest to save was not appropriate. The Committee felt it was important that this be highlighted to Cabinet.

Mr Lindsay was asked what the timescales for the ICT Green Strategy were; he explained that the ICT Green Strategy was part of the overarching Information Strategy which he was aiming to send to Management Team in January and the Cabinet in April. He assured Members that that there would be extensive consultation to inform the final document.

Resolved: That:

- a) Managers and Members be fully engaged in developing the ICT Strategy to ensure that green initiatives are delivered and embedded at the Council;
- b) Cabinet ensure that funds are available within the capital budget to support and invest in new technologies;
- c) Senior management commit to the ICT Strategy to ensure that the policy is embedded throughout the Council;
- d) the ICT Strategy takes into account and considers wider working practices including a review of existing technology and tools currently used to ensure they are fit for purpose; and
- e) The ICT strategy includes a cost benefit analysis.

60. AMENDED ITEM - Local Enterprise Partnerships:

The Chairman welcomed Councillor Chris Garland, Leader of the Council and Ross Gill, Economic Strategy and Policy Manager at Kent County Council to the meeting.

Mr Gill gave a presentation (attached at appendix A) in which he outlined the need for a Local Enterprise Partnership (LEP) covering Kent, how the proposals for a Kent and Essex LEP were developed and what the next steps in the process were. It was noted that there was currently no formal guidance outlining what an LEP should comprise of, or appropriate geographical boundaries. However; the Committee noted that it was anticipated that each LEP would contain two upper tier authorities and that LEP Boards should have 50% membership from the business sector. More detail was expected in the Sub-National Economic Growth White Paper which was due out after the Comprehensive Spending Review.

The Committee was made aware that there were currently two proposals for Local Enterprise Partnerships covering Kent, one for a Kent and Essex

LEP supported by Paul Carter, Chief Executive Kent County Council and one to cover Maidstone and Medway which was supported by most Kent MPs and the Leader of the Council.

The Committee queried if Businesses had been consulted in the development of the proposals. Mr Gill confirmed that the Business Advisory Board which includes local businesses was consulted on both proposals and that the initial membership for an LEP Board was likely to be drawn from this group.

A Member asked what businesses wanted to bring to Maidstone. Councillor Garland responded that they required clear planning policies, quality retail and good transport links for both urban and rural economies. The Committee stressed the need for quality investment in infrastructure and that Maidstone's weakness was a lack of higher educational facilities. They noted that Maidstone was well positioned for businesses and had recently been rated in a national survey as one of the top twenty best places for business. Mr Gill commented that through the consultation on the proposals the business community had also expressed the need for the skills and education issue to be addressed.

The Committee heard that Cllr Garland had raised his concerns that a Kent & Essex LEP without Medway would not work, despite shared priorities and infrastructure issues, and that Kent MPs had already written to the Minister in support of a Kent & Medway LEP., The Committee requested that the Leader also write to Eric Pickles to outline his position and arguments for a Kent & Medway LEP. The Committee also asked that Cllr Fran Wilson write to the Business Secretary, Vince Cable outlining the Committee's support for a Kent & Medway LEP.

Members were keen to hear about how the LEP could advance the green agenda but also thought it was important that the landscape surrounding Maidstone be protected. Mr Gill stated that in relation to pursuing the green agenda there would be opportunities in Kent as work had already highlighted the potential need for further manufacturing industry within Shepway and there also appeared to be opportunities around sustainable energy supply such as wind-generated power in North Kent.

A Member reminded the Committee of the gains that Maidstone achieved through the Kent Partnership by having a clear vision of what was required for Maidstone. The Committee concurred that it was important to be proactive in assessing the economic vision for Maidstone and that there was a need for consultation and agreement amongst Members. The Committee suggested that a member workshop be organised with senior council officers to build a picture of economic development for the borough.

The Members queried what would happen if both proposals were rejected; Mr Gill stated that it would still be possible for the counties to work together as they had previously done. Councillor Garland stated that he was confident that at least one of the proposals would be successful. Furthermore he understood that a Kent & Essex LEP had been proposed in

order to create a partnership in the South East which would be sufficiently large enough to compete with the large northern LEPs that were likely to be developed. In answer to further questions on localism, Councillor Garland went on to say that there would be localism as Government would only be assisting with the set up of the LEPs and not directing them.

The Chair thanked Mr Gill and Councillor Garland for attending and requested that the Committee be kept informed of developments in legislation and the progress of the proposals.

Resolved: That:

- a) the Leader, Councillor Garland write to Eric Pickles to state that his preferred proposal was a Kent and Medway Local Enterprise Partnership and circulate the letter that has already been sent by Kent MPs to the Committee;
- b) That the Leader of the Opposition, Councillor Fran Wilson write to the Business Secretary, Vince Cable to express the support for a Kent and Medway Local Enterprise Partnership;
- c) The Leader ensures that Maidstone is well placed by engaging with the LEP for Kent and identifying clearly the plans for economic development in Maidstone assisted by a practical workshop for Members to look at business and economic development in Maidstone; and
- d) progress reports be received on the progression of the proposals and LEPs in general as detail becomes available.

61. Future Work Programme and Forward Plan of Key Decisions.

The Scrutiny & Performance Officer reminded the Committee of the informal meeting to interview the Manager of the Citizen Advice Bureau on 19 October.

The Committee considered the work programme for 2010/11 and requested that the interview with the Cabinet Member for Corporate Services be moved to 30 November 2010. They also considered that a written response from Councillor Garland on the mid-year review would be sufficient and agreed to move this item also to the 30 November. The Committee agreed that they would develop questions for these reports at their next meeting.

The Committee agreed that they would like to interview the Chair of the Economic Development, Local Strategic Partnership (LSP) sub-committee about the progress of the LSP and also Neil Harris, Democratic Services Manager on the removal of Council diaries. They requested that both be interviewed on the 2 November.

Resolved:

- a) That the following amendments would be made to the work programme:
- a. That the interview with Councillor Ring, Cabinet Member Corporate Services be moved to the 30 November;
 - b. That Councillor Garland, Leader of the Council be requested to provide a written response on mid-year progress for the meeting on 30 November;
 - c. That the Committee interview the Chair of the Economic Development sub-committee of the Local Strategic Partnership (LSP) for an update on the Economic development work stream in the LSP; and
 - d. That the Committee interview Neil Harris, Democratic Services Manager regarding the removal of the Council diary.

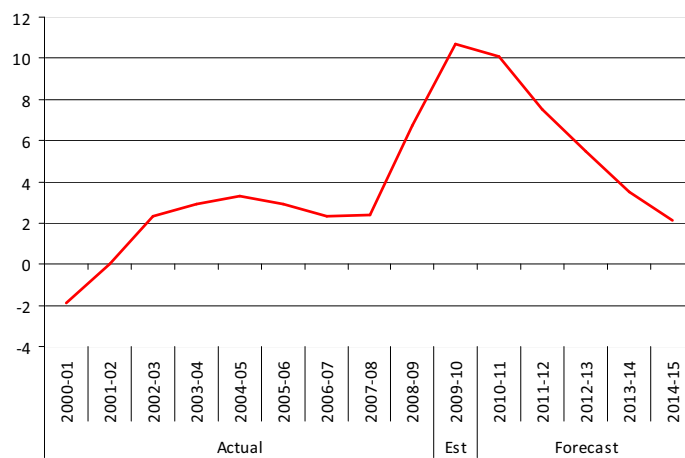
62. Duration of the Meeting

6.30 pm to 9.10 pm.

UNLOCKING THE POTENTIAL

The Kent and Essex Local Enterprise Partnership

Why do we need a Local Enterprise Partnership?



Why do we need a Local Enterprise Partnership?

- A new model: Less public subsidy
- Creating the environment for private sector business growth
- Equal partnership of business and civic leaders
- Greater emphasis on private sector leverage and hard outcomes
- New mechanism for funding: Regional Growth Fund

Consultation and initial ideas

- Initial consultation on a Kent and Medway model
- Building on existing partnerships and delivery agents
- Strong local consensus and business support
- Clear strategic base

So why Kent and Essex?

- Clear views from Government and business

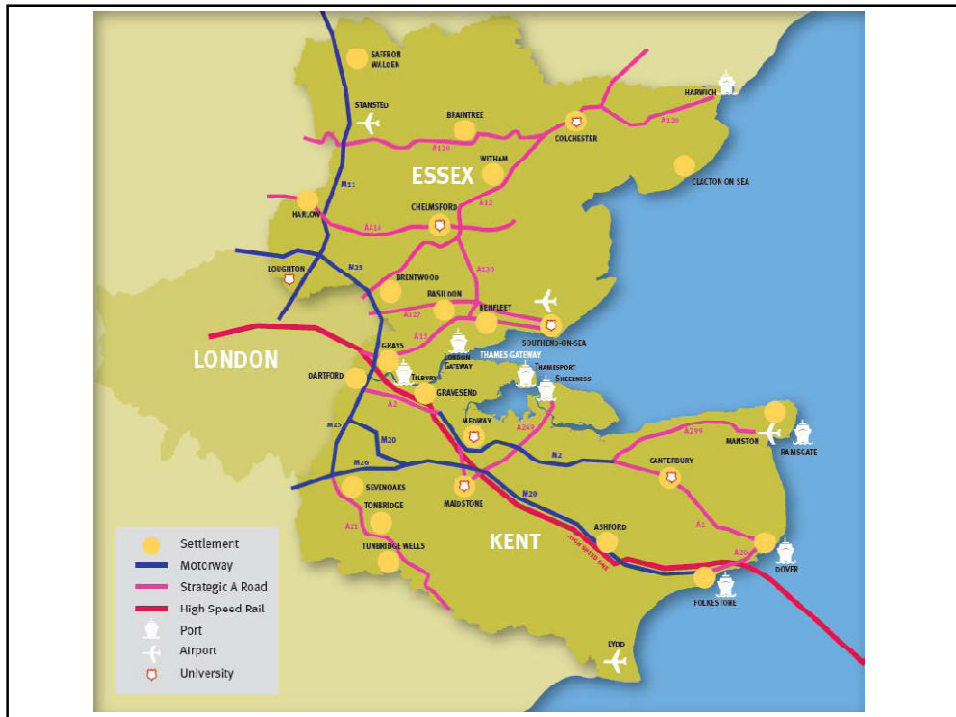
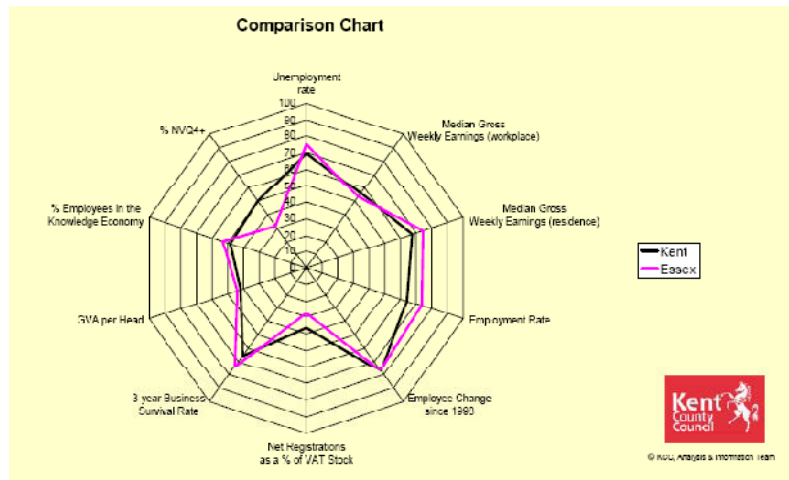


- Scale to compete and influence
- Real economic similarities and priorities

Significant scale

| | |
|-------------|--------------|
| 3.4 million | people |
| 1.3 million | jobs |
| 115,000 | companies |
| £55 billion | GVA |
| 7 | major ports |
| 6 | universities |
| 4 | airports |

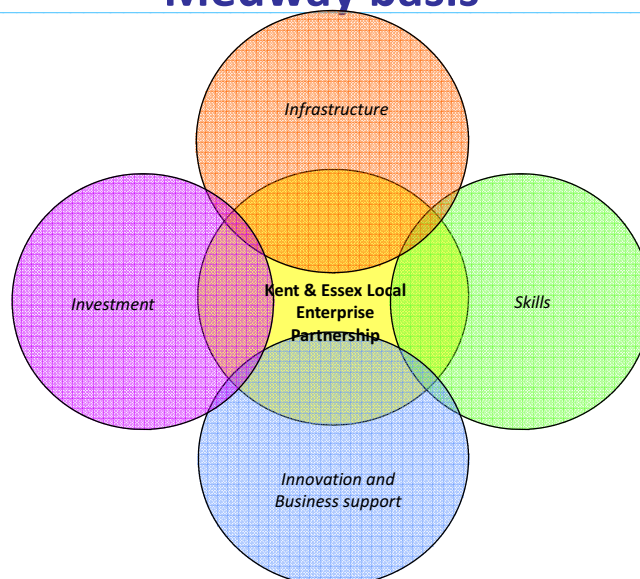
Real economic similarities



Shared priorities

- Unlocking development in the Thames Gateway
- Growth Areas – at Ashford, M11 Corridor and Haven Gateway (+ Growth Points at Maidstone and Dover)
- Major opportunities for coastal renewal, especially in East Kent and East Essex
- Supporting large, growing rural economies
- Shared infrastructure priorities: broadband connectivity, Lower Thames Crossing, better links to HS1
- Mitigating public sector dependency

The proposal: Building on the Kent & Medway basis



Proposed Board structure

- 50% business
- Business chaired (with geographic/ sectoral balance)
- Local authorities
- Educational institutions

... within the context of substantial devolution

Building on what works

- A 'strategic' Local Enterprise Partnership
- Maintaining local delivery and local governance structures
- No new regions
- Minimal bureaucracy

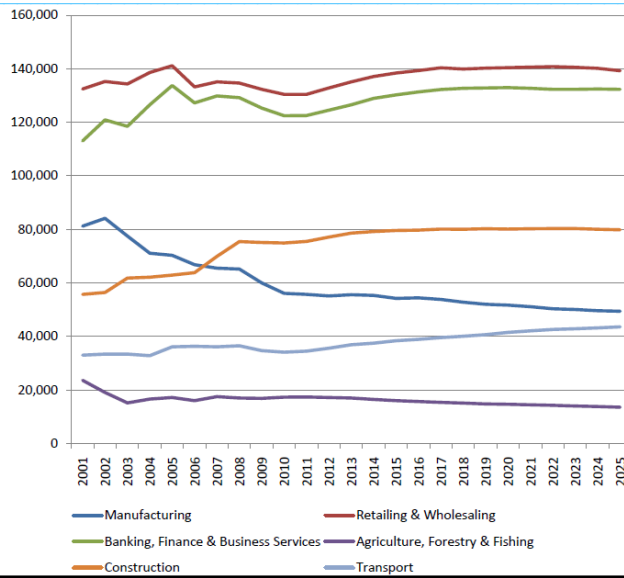
What happens next?

- Ministers considering proposals
- Announcement of trailblazers later this month
- Sub-National Economic Growth White Paper following Spending Review
- Likely first Regional Growth Fund round December 2010

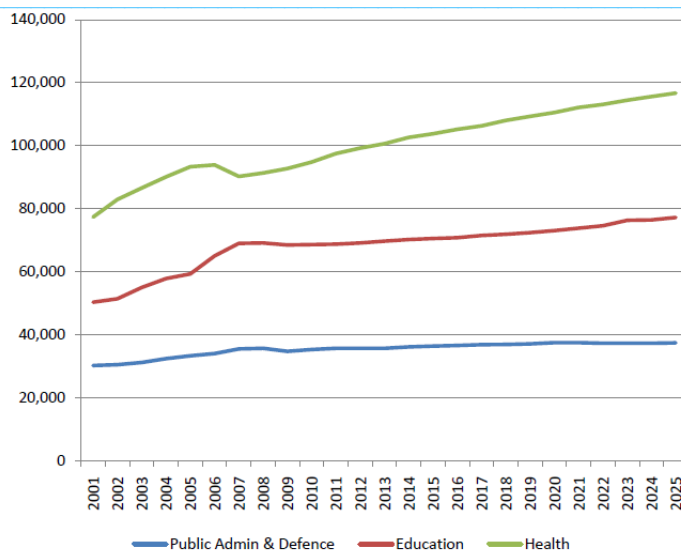
LOW CARBON OPPORTUNITIES FOR GROWTH

Supporting Kent's potential for low
carbon economic development

Rebalancing: Private sector growth



Rebalancing: Public sector growth

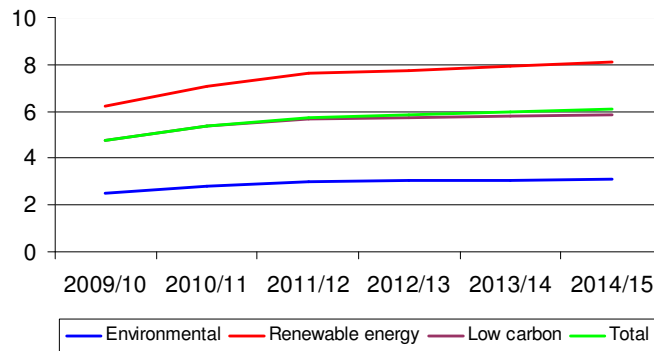


Future opportunities: Low carbon



Low Carbon Opportunities for Growth

Report to Kent Economic Board
September 2010



The opportunities for Kent

- Low carbon and environmental goods and services:
 - Environmental: Air pollution control, environmental consultancy, wastewater treatment, etc.
 - Renewable energy, including wind energy generation, biomass and renewables consultancy
 - Low carbon technologies, including building technologies, alternative fuels, carbon capture and storage
- Land-based opportunities
- Competitiveness opportunities elsewhere in the economy

Big opportunities (and challenges)

- 17,500 jobs in low carbon sector already
- Key offshore wind developments at Kentish Flats, Thanet Offshore and London Array
- Government commitment

But...

- Challenge of late development
- Limited specialist manufacturing base and supply chain
- Scale for action
- Business readiness

Potential to add value

- Retrofit: opportunities for skills and market development
- Market-oriented approaches to business support
- Stimulating inward investment
- Community and commercial renewable energy loan fund

Moving forward

- Industry-led task group through Kent Economic Board, autumn 2009
- Strategy produced January 2010
- Retrofit programme currently underway
- Outline approval for KCC Regeneration Board funding
- Feasibility study underway, reporting in December

Agenda Item 8

Maidstone Borough Council

Corporate Services Overview & Scrutiny Committee

Tuesday 2 November 2010

Local Strategic Partnership Economic Development & Regeneration Delivery Group Update

Report of: Performance & Scrutiny Officer

1. Introduction

- 1.1 Corporate Services Overview and Scrutiny has a clearly defined role in relation to monitoring the Local Strategic Partnership (LSP) as set out in the Local Strategic Partnership's Constitution (updated May 2010).

2. Recommendation

- 2.1 The Committee is recommended to interview the Economic Development Manager, John Foster and the Economic Development Officer, Keith Grimley in relation to the progress made by the LSP Economic Development & Regeneration Delivery Group.

3 Local Strategic Partnerships

- 3.1 Local strategic partnerships bring together representatives from the local statutory, voluntary, community and private sectors to address local problems, allocate funding, and discuss strategies and initiatives. They aim to encourage joint working and community involvement, and prevent 'silo working' (i.e., different agencies that share aims working in isolation) with the general aim of ensuring resources are better allocated at a local level.
- 3.2 The objectives of the Economic Development & Regeneration Delivery Group are to:
- Develop a vibrant economy, create prosperity and opportunities for all;
 - Develop an efficient, sustainable, integrated transport system;
 - Develop the borough's urban and rural communities as models for 21st century quality and sustainable living;
 - Provide flexible housing to accommodate changing needs; and
 - Prevent homelessness.
- 3.3 The delivery groups report progress against priorities/targets to the LSP board on a quarterly basis and produce an annual report. They also present emerging issues to the Board and identify actions required, as the need arises.

4. Impact on Corporate Objectives

- 4.1 The remit of LSP Economic Development & Regeneration Delivery Group spans across the Council's Priorities. The priority of a place to achieve prosper and thrive covers the majority of the delivery groups work but the MBC priority of a place to live and enjoy relates to the housing objectives of the group.

Agenda Item 10

Maidstone Borough Council

Corporate Services Overview & Scrutiny Committee

Tuesday 5 October 2010

Mid-year Progress Updates

Report of: Performance & Scrutiny Officer

1. Introduction

- 1.1 At its meeting on the 5 October 2010, the Corporate Services Overview and Scrutiny Committee considered its future work programme and suggested that the mid-year progress updates from the Leader and the Cabinet Member for Corporate Services be moved to the meeting of the 30 November and that the Committee would provide guidance for these updates by providing details of questions to be addressed in the mid-year update.

2. Recommendation

- 2.1 The Committee are recommended to formulate questions with regard to progress that has been made on those issues highlighted as priorities.
- 2.2 Areas of questioning could include but are not limited to:

Cabinet Member for Corporate Services:

- Legal and Human Resources
- Risk Management
- Council tax and Housing Benefits
- Property, Procurement and Projects
- Asset Management
- Regulatory (Freedom of Information and Data Protection)
- Customer Contact and Complaints
- ICT and E-Government
- Democratic Services
- Land Charges
- Budget Monitoring
- Planning for Real

Leader of the Council:

- Policy Development and Performance Management
- Budget
- Value for Money
- Delivery within Portfolios
- Sustainable Community Strategy
- Special projects
- External Affairs

- Communications
- Local Development Plan
- Business Transformation

3. Mid-year Progress Updates

- 3.1 The Corporate Services Overview and Scrutiny Committee is responsible for holding to account those Cabinet Members whose portfolios fall within the remit of the Committee.
- 3.2 The Committee could choose not to interview or receive written statements from the Leader or the Cabinet Member for Corporate Services, however in doing so they would not be fulfilling the crucial role of holding the executive to account.

4. Impact on Corporate Objectives

- 4.1 The Committee should seek to review whether the Cabinet Members achievements are aligned to the Council's corporate objectives as set out in the strategic plan.

Agenda Item 11

Maidstone Borough Council

Corporate Services Overview & Scrutiny Committee

Tuesday 5 October 2010

Future work Programme

Report of: Performance & Scrutiny Officer

1. Introduction

- 1.1 For the Committee to consider its future work programme and the Forward Plan of Key Decisions.

2. Recommendation

- 2.1.1 That the Committee considers the draft Future Work Programme, attached at **Appendix A**, to ensure that it is appropriate and covers all issues Members currently wish to consider within the Committee's remit.
- 2.1.2 That the Committee considers the sections of the Forward Plan of Key Decisions relevant to the Committee and discuss whether these are items requiring further investigation or monitoring by the Committee.

3. Future Work Programme

- 3.1 Throughout the course of the municipal year the Committee is asked to put forward work programme suggestions. These suggestions are planned into its annual work programme. Members are asked to consider the work programme at each meeting to ensure that it remains appropriate and covers all issues Members currently wish to consider within the Committee's remit.
- 3.2 The Forward Plan for 2010 contains the following decisions relevant to the Corporate Services Overview and Scrutiny Committee:

- Park Wood Neighborhood Action Plan - Interim Report;
- Strategic Planning 2011/12;
- Council Tax 2011/12 - Collection Fund Adjustments;
- Budget Strategy 2011/12 Onwards;
- Treasury Management Strategy 2011/12;
- Budget Strategy 2011/12 Onwards; and
- Sale of Land adjacent to Hayle Place Stud Farm, Postley Road, Tovil.

4. Impact on Corporate Objectives

- 4.1 The Committee will consider reports that deliver against the following Council priority:
- 'A place with efficient and effective public services'.
- 4.2 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities. Actions to deliver these key objectives may therefore include work that the Committee will consider over the next year.

Corporate Services Overview and Scrutiny Committee

Work Programme 2010-2011

| Date | Items to be considered |
|--------------------------------|--|
| 1 June 2010 | <ul style="list-style-type: none"> • Election of Chairman and Vice-Chairman • Work Programming 2010/11 |
| 6 July 2010 | <ul style="list-style-type: none"> • Cabinet Member for Corporate Services – priorities for the year • Leader of the Council – priorities for the year • Performance Plan • Written Maidstone House Update (rec. 6 April 10) • Interview with the Democratic Services Manager (rec. 6 April 10) |
| 3 August 2010 | <ul style="list-style-type: none"> • Budget Strategy |
| 31 August 2010 | <ul style="list-style-type: none"> • Customer Services Review - Gateway • 1st quarter performance monitoring report • Corporate Improvement Plan Update |
| 16 September 2010 (daytime) | <ul style="list-style-type: none"> • Customer Services Review - Gateway |
| 5 October 2010 | <ul style="list-style-type: none"> • Green IT policy • Customer Services Review • LSP thematic quarterly performance report |
| 2 November 2010 | <ul style="list-style-type: none"> • Update on LSP Economic & Regeneration Delivery Group • Interview with Democratic Service manager, Neil Harris • Formulate Questions for mid-year progress updates for Leader or the Council and Cabinet Member for Corporate Services |
| 30 November 2010 | <ul style="list-style-type: none"> • Interview with Cabinet Member for Corporate Services – mid-year progress • Update from the Leader of the Council – mid year progress • Customer Services Review • 2nd quarter performance monitoring report |
| 10 January 2011 | <ul style="list-style-type: none"> • Budget Strategy • Strategic Plan • LSP thematic quarterly performance report |
| 1 February 2011 | <ul style="list-style-type: none"> • Customer Services Review Report |
| 1 March 2011 | <ul style="list-style-type: none"> • LSP thematic quarterly performance report • 3rd quarter performance monitoring report |

| | |
|--------------|---|
| 5 April 2011 | <ul style="list-style-type: none"><li data-bbox="480 188 1230 259">• Interview with Leader and Cabinet Member for Corporate Services – Progress Over the Year |
|--------------|---|

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

26

**1 November 2010 to
28 February 2011**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan November 2010 - February 2011

INTRODUCTION

This is the Forward Plan which the Leader of the Council is required to prepare. Its purpose is to give advance notice of all the "key decisions" which the Executive is likely to take over the next 4 month period. The Plan will be up-dated monthly.

Each "key decision" is the subject of a separate entry in the Plan. The entries are arranged in date order – i.e. the "key decisions" likely to be taken during the first month of the 4 month period covered by the Plan appear first.

Each entry identifies, for that "key decision" –

- the subject matter of the decision
- a brief explanation of why it will be a "key decision"
- the date on which the decision is due to be taken
- who will be consulted before the decision is taken and the method of the consultation
- how and to whom representations (about the decision) can be made
- what reports/papers are, or will be, available for public inspection
- the wards to be affected by this decision

DEFINITION OF A KEY DECISION

A key decision is an executive decision which is likely to:

- Result in the Maidstone Borough Council incurring expenditure or making savings which is equal to the value of £250,000 or more; or
- Have significant effect on communities living or working in an area comprising one or more wards in Maidstone.

**Forward Plan
November 2010 - February 2011**

| Decision Maker, Date of Decision/Month in which decision will be made and, if delayed, reason for delay: | Title of Report and Brief Summary of Decision to be made: | Consultees and Method: | Contact Officer and deadline for submission of enquiries: | Relevant Documents: |
|---|--|---|--|--|
| <p>Cabinet</p> <p>Due Date: 10 Nov 2010</p> | <p>Park Wood Neighbourhood Action Plan - Interim Report</p> <p>To determine whether to adopt the Park Wood Planning for Real Action Plan and release the resources necessary to implement the actions it identifies. To identify and agree the second phase of work necessary to complete the Park Wood Neighbourhood Action Plan.</p> | <p>Local residents and stakeholders. Extensive consultation with local residents over a six month period as detailed in the report.</p> | <p>Brian Morgan, Assistant Director of Regeneration & Cultural Services</p> <p>1/11/10</p> | <p>Cabinet, Council or Committee Report for Park Wood Neighbourhood Action Plan - Interim Report</p> |
| <p>Cabinet</p> <p>Due Date: 22 Dec 2010</p> | <p>Strategic Planning 2011/12</p> <p>To provide an update on the agreed key priorities for 2011/12 and agree the draft update to the Strategic plan</p> | <p>Public, Members and staff With the public as part of the budget consultation and with Members and managers as planning meetings</p> | <p>Ellie Kershaw</p> <p>8 December 2010</p> | <p>Cabinet, Council or Committee Report for Strategic Planning 2011/12</p> |

**Forward Plan
November 2010 - February 2011**

| Decision Maker and Date of Decision/Month in which decision will be made: | Title of Report and Brief Summary of Decision to be made: | Consultees and Method: | Contact Officer and deadline for submission of enquiries: | Relevant Documents: |
|--|---|--|---|--|
| Cabinet Due Date: 22 Dec 2010 | Council Tax 2011/12 - Collection Fund Adjustments To agree the levels of collection fund adjustments | Management Team, Heads of Service and Members Internal | Paul Riley, Head of Finance & Customer Services 23 November 2010 | Cabinet, Council or Committee Report for Council Tax 2011/12 - Collection Fund Adjustments |
| Cabinet Due Date: 22 Dec 2010 | Budget Strategy 2011/12 Onwards To agree a draft Council Tax and Budget Strategy for 2011/12 onwards | Management Team, Heads of Service and Members Internal and External (External - options as agreed by Cabinet in August 2010) | Paul Riley, Head of Finance & Customer Services 23 November 2010 | Cabinet, Council or Committee Report for Budget Strategy 2011/12 Onwards |

**Forward Plan
November 2010 - February 2011**

| Decision Maker and Date of Decision/Month in which decision will be made: | Title of Report and Brief Summary of Decision to be made: | Consultees and Method: | Contact Officer and deadline for submission of enquiries: | Relevant Documents: |
|--|---|---|---|--|
| <p>Cabinet</p> <p>Due Date: 9 Feb 2011</p> | <p>Treasury Management Strategy 2011/12</p> <p>Review Treasury Management for 2010/11 and consider future Treasury Management Strategy for 2011/12. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.</p> | <p>Management Team, Heads of Service and Members Internal</p> | <p>Paul Riley, Head of Finance & Customer Services</p> <p>17 January 2011</p> | <p>Cabinet, Council or Committee Report for Treasury Management Strategy 2011/12</p> |
| <p>Cabinet</p> <p>Due Date: 9 Feb 2011</p> | <p>Budget Strategy 2011/12 Onwards</p> <p>Agree proposed General Fund revenue and capital estimates for 2011/12 and revised figures for 2010/11 in accordance with the Budget Strategy and the Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to the Council.</p> | <p>Management Team, Heads of Service and Members Internal</p> | <p>Paul Riley, Head of Finance & Customer Services</p> <p>17 January 2011</p> | <p>Cabinet, Council or Committee Report for Budget Strategy 2011/12 Onwards</p> |

**Forward Plan
November 2010 - February 2011**

| Decision Maker and Date of Decision/Month in which decision will be made: | Title of Report and Brief Summary of Decision to be made: | Consultees and Method: | Contact Officer and deadline for submission of enquiries: | Relevant Documents: |
|--|--|---|--|---|
| <p>Cabinet Member for Corporate Services</p> <p>Due Date: 26 Nov 2010</p> | <p>Sale of Land adjacent to Hayle Place Stud Farm, Postley Road, Tovil.</p> <p>To consider amendment of the Cabinet Member Decision 21/12/2007 concerning the process and methodology for sale of Council-owned land at Postley Road</p> | <p>Council's Management Team Pre-report discussions</p> | <p>Steve Goulette, Assistant Director of Environment & Regulatory Services</p> <p>10/11/2010</p> | <p>Cabinet Member Report for Sale of Land adjacent to Hayle Place Stud Farm, Postley Road, Tovil.</p> |