

AGENDA

ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 25 March 2014
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Ash, Barned (Chairman), Cox, Cuming, Hogg, Naghi,
Newton, Paterson and Mrs Stockell

Page No.

1. **The Committee to consider whether all items on the agenda should be webcast**
2. **Apologies**
3. **Notification of Substitute Members**
4. **Notification of Visiting Members/Witnesses**
5. **Disclosures by Members and Officers**
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 25 February 2014** **1 - 7**
8. **Events Review- Kent Life** **8 - 9**
Interview with Emily Hirons, General Manager and Natalie Kirk, Events Manager, of Kent Life.
9. **Events Review- The Hazlitt Arts Centre** **10 - 11**
Interview with Natalie Price, General Manager of the Hazlitt Arts Centre.

Continued Over/:

Issued on 17 March 2014

Alison Broom

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

10. Events Review- Maidstone Town Team

12 - 13

Interview with Jennifer Hunt, Local Economy Project Officer,
about Maidstone Town Team.

11. Future Work Programme

14 - 21

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

MAIDSTONE BOROUGH COUNCIL

Economic and Commercial Development Overview & Scrutiny Committee

MINUTES OF THE MEETING HELD ON TUESDAY 25 FEBRUARY 2014

Present: Councillor Paterson (Vice-Chairman in the Chair),
and Councillors Ash, Butler, Cuming, Hogg, Mrs Joy,
Naghi, Newton and Paterson.

Also Present: Councillor Vizzard

69. THE COMMITTEE TO CONSIDER WHETHER ALL ITEMS ON THE AGENDA
SHOULD BE WEBCAST

RESOLVED: That all items should be webcast.

70. APOLOGIES

It was noted that apologies were received from Councillors Cox and Stockell.

Apologies were also received from Luke Bendall of The Social Festival and Karen Franek, Principal Economic Development Officer.

71. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Butler was substituting for Councillor Stockell.
Councillor Joy was substituting for Councillor Cox.

72. NOTIFICATION OF VISITING MEMBERS/WITNESSES

Councillor Vizzard was in attendance as a visiting member.

73. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures.

74. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE
BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION

RESOLVED: That all the items on the agenda be taken in public as proposed.

75. MINUTES OF THE MEETING HELD ON 28TH JANUARY 2014

RESOLVED: That the minutes of the meeting of the meeting of 28th January 2014 be approved as a correct record and signed, subject to the

following changes:

- The removal of the bullet point discussing 'sweating the assets'; and
- Further clarification of roles and responsibilities within the Commercial and Economic Development Department, particularly around the posts that had been recruited to.

76. EVENTS REVIEW - THE SOCIAL

RESOLVED: That this item be deferred to the next meeting as Luke Bendall, of The Social Festival, was unable to attend.

77. EVENTS REVIEW - MAIDSTONE AREA ARTS PARTNERSHIP

Ken Scott, Chair of the Maidstone Area Arts Partnership, was invited to speak on item 9:- Events Review- Maidstone Area Arts Partnership.

Ken Scott explained that Maidstone Area Arts Partnership was an organisation that represented 30 different arts communities. Over 1000 artists were represented through the organisation.

Ken Scott informed the committee he felt that arts activities were important to Maidstone for the following reasons:

- They brought visitors to Maidstone;
- They contributed to quality of life, making Maidstone an attractive place for employers to locate their businesses; and
- They had positive wellbeing effects for participants, visitors and volunteers.

Ken Scott reported to the committee that his experience of working with the council regarding events in the past was that:

- There was no overall plan or strategy for events;
- Communication between departments within the council around events was not good enough; and
- Many activities and events were not thought through quick enough, and funds were not being allocated and made available in a timely manner for events to go ahead.

Ken Scott conveyed that most events in the borough were not run or supported by Maidstone Borough Council. Therefore it was important to look beyond the Council when considering events.

Ken Scott believed that there were three roles for Maidstone Borough Council in terms of events:

- Passive support;
- Providing facilities; and
- Active support.

Passive support offered by the council included:

- Visit-maidstone.com website which was a free resource available to publicise any event; and

- A leaflet produced 3 times a year, with a leaflet run of 4000, which was left in prominent locations around the town.

Ken Scott emphasised the increasing importance of this free publicity for small groups putting on events. Often their budgets were low and promotion could be a significant strain on these budgets.

Ken Scott highlighted that support provided by Maidstone Borough Council in terms of facilities included:

- The Leisure Centre- Ken Scott believed this was a high quality, well run facility and the booking process was straightforward. However it was expensive and not well suited for arts events as it was primarily a sporting venue.
- Hazlitt Theatre- Ken Scott felt that the venue was used extensively in the past, and when run by Maidstone Borough Council there was a good relationship between the theatre and groups using the theatre. However there were concerns emerging since Parkwood Theatres have taken over, particularly around ticket sales and increasing charges to small groups.
- Jubilee Square- Ken Scott gave his opinion that this was an excellent venue for outdoor events. Support from Maidstone Borough Council staff had been excellent. The Council had allowed use of the square free of charge and provided free electricity. However the event planning process, and the final legal agreement that has to be signed can be daunting, especially for small organisations.

Ken Scott emphasised that the legal agreement that had to be signed before using Jubilee Square was particularly daunting, as many of the organisations that used the square for events were unincorporated. This meant that if anything were to go wrong at an event, the organisers of the event could be held liable, potentially putting their personal assets at risk.

Ken Scott moved on to speak about events in which Maidstone Borough Council had played an active part. Examples of such events included the Mela, Proms in the Park and events around the Olympics in 2012. Ken Scott informed the committee that often decisions to back these events had taken a long time. However once decisions had been taken the Council had been very professional in their approach and very easy to work with.

Ken Scott made the following observations around the value of events to the borough:

- There were lots of small events that do not have a large impact individually, but when considered altogether they have had a significant impact;
- Including children in events had brought more people to the town centre;

- Events in Jubilee Square seemed to have brought more people into the town centre; and
- There had been lots of positive feedback from events that Maidstone Area Arts Partnership have put on in the town centre, including from those who come from outside the borough.

Ken Scott highlighted that the Impact Assessment tool for events that the Commercial and Economic Development department had proposed to use was not suitable for small events. This was due to the large amount of people that needed to be surveyed for such a tool to be accurate. Maidstone Area Arts Partnership had been working on developing a similar tool that could be used for smaller events.

Ken Scott summarised what he felt made a successful event:

- The event must be relevant to the intended audience;
- Enthusiastic promoters are critical to the success of events;
- Volunteers are important to keep costs down;
- A professional project manager- the larger the event the more important this is; and
- Good communication between Maidstone Borough Council and the event organiser.

Ken Scott highlighted the work of the Town Team, which was a good example of where Maidstone Borough Council staff had worked well with outside organisations. Ken Scott also highlighted that the Town Team was in possession of some funding to put on events which was received from Section 106 agreements.

The Committee asked Ken Scott whether he was involved in drafting the new culture and leisure strategy. Ken Scott replied that Maidstone Area Arts Partnership had agreed with Dawn Hudd, Head of Commercial and Economic Development, and Laura Case, Cultural Services Manager, to be involved in writing the strategy.

The Committee asked Ken Scott whether the Cabinet Member for Community and Leisure Services had been involved with Maidstone Area Arts Partnership. Ken Scott responded that there had been some involvement by the Cabinet Member, but that most of the partnership work had taken place with senior officers. As a result of this partnership work, Maidstone Area Arts Partnership had been involved in organising three projects in collaboration with Maidstone Borough Council:

- A singing group for those with Mental Health Problems;
- A type of karaoke machine for older people with dementia, which can be used in a care home. There is also a singing group in a day centre for older people; and
- A singing group for people who have minor health problems which GPs can refer patients to.

The Committee asked Ken Scott what Maidstone Area Arts Partnership classified as a cultural event. Ken Scott informed the committee that Maidstone Area Arts Partnership used the same definition as the

Department for Culture, Media and Sport. This definition included arts and heritage events and excluded events associated with the night time economy.

The Committee asked Ken Scott what the role of the Town Team had been in putting on events. The Committee were particularly interested in whether the funding that the Town Team possessed had been available for small organisations. Ken Scott replied that the funding for the Town Team hadn't gone directly to small local organisations. However the Town Team has sought to involve local organisations in the events that have been arranged so that they can share the benefits.

The Committee asked Ken Scott whether the Council could take a greater lead in publicity for events. Ken Scott confirmed that this would be a great help for events, especially as budgets for publicity were coming under increasing pressure for event organisers.

The Committee asked Ken Scott whether there was one thing in particular that the council could do that would help event organisers. Ken Scott replied that there used to be a database of culture and leisure based organisations in the borough. This was found to be very useful in the past and would be worth recreating.

RESOLVED: That

- a) The Committee note the presentation given by Ken Scott;
- b) The Committee invites a representative from the Town Team to the next meeting to explain the structure of the Town Team, as well as its role in organising events in the town;
- c) The Committee invites the appropriate officer to the next meeting to discuss the legal agreement and processes around events being held on Jubilee Square;
- d) The Committee invites a representative from Parkwood Theatres to the next meeting to discuss concerns raised around ticketing policy and provision of facilities to community groups;
- e) A letter of thanks be sent to Ken Scott from the Committee;
- f) The issue of up to date communications around events be raised as a recommendation in the final review; and
- g) A database be compiled of cultural and arts organisation in Maidstone. Members should be given a lead role in this. This should be considered as a recommendation in the final review.

78. ENTERPRISE HUB UPDATE

RESOLVED: That this item be deferred to a future meeting as Karen Franek, Principal Economic Development Officer, was unable to attend.

79. FUTURE WORK PROGRAMME

The Committee considered the future work programme.

The Committee considered which witnesses would be helpful to invite to assist with their ongoing review of events in the borough. The Committee requested that the following witnesses be invited to the next meeting on the 25th March 2014:

- Verne Sanderson from Medway Council
- Luke Bendall from The Social Festival
- A representative from the Museum of Kent Life
- A representative from Maidstone Town Team
- A representative from Parkwood Theatres
- The officer responsible for renting Jubilee Square to event organisers

The Committee were informed that there had so far been no responses to the call for evidence on events in the borough that had been publicised in the press.

The Committee considered the forthcoming Cabinet Member Decision on the Museum's collections policy. At the meeting held on the 28th January the Committee asked to arrange a viewing of the museum's current collection. The Committee confirmed that they wished to see a general overview of the collection during the visit; and requested that Laura Case, Culture and Leisure Manager, be present during the visit. The following four dates were proposed:

- Monday 3rd March 5.30-6.30
- Tuesday 4th March 5.30-6.30
- Tuesday 11th March 2.00-3.00
- Friday 14th March 2.00-3.00

The committee were asked to inform the Research and Performance Officer of their availability on these dates by Friday 28th February 2014.

RESOLVED: That

- a) The following witnesses be invited to the meeting of 25th March 2014 in order to assist with the ongoing review of events in the borough:
 - Verne Sanderson of Medway Council
 - Luke Bendall of The Social Festival
 - A representative from the Museum of Kent Life
 - A representative from Maidstone Town Team
 - A representative from Parkwood Theatres
 - The officer responsible for renting Jubilee Square to event organisers
- b) The visit to the museum should cover a general overview of the collection and that Laura Case, Culture and Leisure Manager, should be present during the visit.
- c) The work programme should be updated by officers in consultation with the Chairman of the committee

Agenda Item 8

Maidstone Borough Council

Economic & Commercial Development Overview & Scrutiny Committee

Tuesday 25 March 2014

Events Review –Kent Life

Report of: Sam Bailey, Research and Performance Officer

1. Introduction

- 1.1 At the Economic & Commercial Development Overview & Scrutiny Committee meeting on the 25th February 2014 the Committee agreed to invite witnesses from organisations that have previously held events in the borough. The evidence gathered from these witnesses will be used to inform the Committee's ongoing review into events in the borough.

2. Recommendation

- 2.1 That Members interview Emily Hirons, General Manager, and Natalie Kirk, Events Manager, of Kent Life in relation to the review topic.

3. Reasons for Recommendation

- 3.1 At the Economic and Commercial Development Overview & Scrutiny Committee on the 25th February 2014 the Committee agreed that their questioning for organisations that have held events in the borough will focus on the following areas:

- Their evaluation of the support offered by Maidstone Borough Council when organising and running events;
- The value of the events they organise to the borough;
- Who benefits from their events; and
- Who values the events.

- 3.2 Kent Life is an open air museum based in Sandling. The museum focuses on rural life in Kent, and has a number of original, reconstructed and recreated traditional Kentish rural buildings on the site. The museum also has a model farm with livestock, orchards, hops and soft fruit plantations.

- 3.3 Kent Life holds events on their site throughout the year. These include:
- A 'Country Fair' which celebrates Kentish life and traditions;
 - Various children's events including Fireman Sam, Peppa Pig and a Teddy Bear's picnic;
 - A classic and vintage vehicle show; and
 - A beer festival and a cider festival.

4. Impact on Corporate Objectives

- 4.1 The Committee will consider reports that deliver against the following Council priority:
- For Maidstone to have a growing economy.
- 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.

Agenda Item 9

Maidstone Borough Council

Economic & Commercial Development Overview & Scrutiny Committee

Tuesday 25 March 2014

Events Review – The Hazlitt Arts Centre

Report of: Sam Bailey, Research and Performance Officer

1. Introduction

- 1.1 At the Economic & Commercial Development Overview & Scrutiny meeting on the 25 February 2014 the Committee agreed to invite a representative from the Hazlitt Arts Centre. This was as a result of evidence given to the Committee by Ken Scott, of Maidstone Area Arts Partnership. The evidence gathered from the representative from the Hazlitt will be used to inform the Committee's ongoing review into events in the borough.
- 1.2 In order to understand how the Council supports event organisers, the Committee agreed that they would interview representatives from organisations that are involved in holding events in the borough.

2. Recommendation

- 2.1 That Members interview Natalie Price, General Manager of the Hazlitt Arts Centre, in relation to the review topic.

3. Reasons for Recommendation

- 3.1 The Committee has created a work programme for the municipal year. At their previous meeting held on 25 February 2014 Members agreed that it would be helpful to interview a witness from the Hazlitt Arts Centre to find out how they support organisations that hold events in their venue.
- 3.2 The Hazlitt Arts Centre was previously run directly by Maidstone Borough Council. In 2013, the Council invited tenders for organisations to run the Hazlitt Theatre. In May 2013 Parkwood Leisure was chosen as the preferred bidder. Parkwood Leisure have now taken over the running of the Theatre.
- 3.3 The contract to run the theatre will run for 15 years and is expected to save the council £3.2 million over this period.

4. Impact on Corporate Objectives

- 4.1 The Committee will consider reports that deliver against the following Council priority:

- For Maidstone to have a growing economy.

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.

Agenda Item 10

Maidstone Borough Council

Economic & Commercial Development Overview & Scrutiny Committee

Tuesday 25 March 2014

Events Review – Maidstone Town Team and Jubilee Square

Report of: Sam Bailey, Research and Performance Officer

1. Introduction

- 1.1 At the Economic & Commercial Development Overview & Scrutiny Committee meeting on the 25th February 2014 the Committee agreed to invite a representative from the Maidstone Town Team. This was as a result of evidence given to the Committee by Ken Scott, of Maidstone Area Arts Partnership. The evidence gathered from the representative from Maidstone Town Team will be used to inform the Committee's ongoing review into events in the borough.
- 1.2 In order to understand how the Council supports event organisers, the Committee agreed that they would interview representatives from organisations that are involved in holding events in the borough. Maidstone Town Team holds regular events on Jubilee Square so could provide insight on this matter.

2. Recommendation

- 2.1 That Members interview Jennifer Hunt, Local Economy Project Officer in relation to the review topic.

3. Reasons for Recommendation

- 3.1 The Committee has created a work programme for the municipal year. At their previous meeting held on 25th February 2014 Members agreed that it would be helpful to interview a witness from Maidstone Town Team around the following topics:
 - To inform the committee of the Town Team's structure and planned work programme;
 - To ascertain the Town Team's role in organising events in the town; and
 - To find out how funds are being used to support events
- 3.2 Maidstone Town Team was formed in summer 2012 as a result of a government initiative set up to help improve High Streets across the country. This initiative was a result of the 'Portas Review'- written by Mary Portas- which recommended setting up Town Teams. Whilst Maidstone was not selected for the main wave of funding from the government initiative, the momentum built

through submitting a bid for funding was utilised by setting up Maidstone Town Team.

- 3.3 The Town Team is formed from a wide range of local stakeholders from the town centre community including Maidstone Borough Council, Town Centre Management, businesses, organisations, landlords, shop keepers, community groups and residents.
- 3.4 The Town Team benefitted from a small amount of money from central government with additional funding from Maidstone Borough Council. This funding is used to co-ordinate and promote town centre regeneration activities and cultural events.
- 3.5 Jennifer Hunt is one of Maidstone Borough Council's representatives on the Town Team.

4. Impact on Corporate Objectives

- 4.1 The Committee will consider reports that deliver against the following Council priority:
 - For Maidstone to have a growing economy.
- 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.

Agenda Item 11

Maidstone Borough Council

Economic & Commercial Development Overview & Scrutiny Committee

Tuesday 25 March 2014

Future Work Programme & List of Forthcoming Decisions

Report of: Clare Wood, Policy & Performance Officer

1. Introduction

- 1.1 To consider the Committee's future work programme and the Forward Plan of Key Decisions.
- 1.2 To consider the update on the work programme given by the Policy & Performance Officer.

2. Recommendation

- 2.1 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.
- 2.2 That the Committee considers the sections of the List of forthcoming decisions relevant to the Committee at **Appendix B** and discuss whether these are items require further investigation or monitoring by the Committee.

3. Reasons for Recommendation

- 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 remains appropriate and covers all issues Members currently wish to consider within the Committee's remit.
- 3.2 The Committee is reminded that the Constitution states under Overview and Scrutiny Procedure Rules number 9: Agenda items that 'Any Member of an Overview and Scrutiny Committee or Sub-Committee shall be entitled to give notice to the proper officer that he wishes an item relevant to the functions of the Committee or Sub-Committee to be included on the agenda for the next available meeting. On receipt of such a request the proper officer will ensure that it is included on the next available agenda.'

4 List of Forthcoming Decisions

- 4.1 The List of Forthcoming Decisions for December 2013 to June 2014 (**Appendix B**) contains the two decisions relevant to the Economic & Commercial Development Overview and Scrutiny Committee's current work programme and terms of reference.
- 4.2 Cabinet is due to consider funding options for the Enterprise Hub on 9th April. An update to committee will be provided at the next meeting on 22nd April 2014.
- 4.3 Maidstone Museums' Collections Development Policy 2013 – 2018 is due for decision by the Cabinet Member for Economic & Commercial Development by Friday 30th May 2014. At the meeting on the 28th January 2014 members requested a visit to the museum in order to see the collections currently in storage. This visit is scheduled to take place on 8th April at 13:00.

5. Impact on Corporate Objectives

- 5.1 The Committee will primarily consider reports that deliver against the Council priority: 'For Maidstone to have a growing economy.'
- 5.2 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 throughout the coming year.

Appendices

- Draft work programme – Appendix A
- Forward Plan of Key Decisions – Appendix B

Economic & Commercial Development Overview and Scrutiny Committee Work Programme 2013-14

Meeting Date	Agenda Items	Details and desired outcome
25 June 2013	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Cabinet Member Priorities for 2013/14 Municipal Year • Work Programming Workshop 2013-14 	<ul style="list-style-type: none"> • Appoint Chairman and Vice-Chairman for 2013-14 • Ascertain work plan for the year and strategic direction for the Council & Select and develop review topics focusing on achievable outcomes.
30 July 2013	Cancelled	Cancelled
27 August 2013	<ul style="list-style-type: none"> • Market Update • VIC Update • Economic Development Staff Structure 	<ul style="list-style-type: none"> • To review outcomes from previous scrutiny reviews • To understand to new structure for Economic Development
24 September 2013	<ul style="list-style-type: none"> • The State of Maidstone Economy • Regeneration and Economic Development Plan Update • Maidstone Enterprise Hub • Skill and Employability Work Programme update 	<ul style="list-style-type: none"> • Contextual information to aid understanding • Update on Regeneration & Economic Development Plan • To provide the committee with an overview of the project and expected outcomes.
22 October 2013	<ul style="list-style-type: none"> • Interview with Cabinet member for Economic & Commercial development- Vision for visitor economy • Interview with Cabinet member for Corporate Services – leasing of Town Hall Foyer • Agree review Scope 	<ul style="list-style-type: none"> • Follow up from the ViC review 2012 and provide background to events review • Follow up from the ViC review 2012
26 November 2013	<ul style="list-style-type: none"> • Interview with Alan Reading – Maidstone Tourism Association • Interview with Cllr Moss & Zena Cooke – Town hall foyer lease 	<ul style="list-style-type: none"> • Provide background and information about events review • Follow up from the ViC review 2012
24 December 2013	Cancelled	Cancelled
28 January 2014	<ul style="list-style-type: none"> • Interview with the new Head of Economic & 	<ul style="list-style-type: none"> • To inform the committee of strategic

	Commercial Services	direction of the economic and commercial functions
25 February 2014	<ul style="list-style-type: none"> • Maidstone Enterprise Hub Update - Deferred • Events review – The Social – Outcomes - Deferred • Ken Scott – Maidstone Area Arts Partnership 	<ul style="list-style-type: none"> • Progress update –requested by cmt • Provide background and information about events review
25 March 2014	<ul style="list-style-type: none"> • Events review – The Social – Outcomes • Events Review – Hazlitt – Park Wood Leisure • Events Review – Museum of Kent Life • Events Review – The Town Team – Jenny Hunt 	<ul style="list-style-type: none"> • Provide background and information about events review
22 April 2014	<ul style="list-style-type: none"> • Evaluations of Cabinet Member Priorities for 2013/14 Municipal Year • Enterprise Hub Update • Skill and Employability Work Programme Update • Review of the year 	<ul style="list-style-type: none"> • Ascertain progress made on Cabinet member Priorities • To provide the committee with an update on the projects and outcomes to date. • Ascertain cmts contribution



LIST OF FORTHCOMING DECISIONS

18

Democratic Services Team
E: democraticservices@maidstone.gov.uk

Publication Date: **7 March 2014**

List of Forthcoming Decisions

INTRODUCTION

This document sets out the decisions to be taken by the Executive and various Committees of Maidstone Borough Council on a rolling basis. This document will be published as updated with new decisions required to be made.

KEY DECISIONS

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.

At Maidstone Borough Council, decisions which we regard as “Key Decisions” because they are likely to have a “significant” effect either in financial terms or on the community include:

- (1) Decisions about expenditure or savings which equal or are more than £250,000.
- (2) Budget reports.
- (3) Policy framework reports.
- (4) Adoption of new policies plans, strategies or changes to established policies, plans or strategies.
- (5) Approval of portfolio plans.
- (6) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether Borough-wide or in a particular locality.
- (7) Changes in fees and charges.
- (8) Proposals relating to changes in staff structure affecting more than one section.

Each entry identifies, for that “key decision” –

- the decision maker
- the date on which the decision is due to be taken
- the subject matter of the decision and a brief summary
- the reason it is a key decision
- to whom representations (about the decision) can be made

List of Forthcoming Decisions

- whether the decision will be taken in public or private
- what reports/papers are, or will be, available for public inspection

EXECUTIVE DECISIONS

The Cabinet collectively makes its decisions at a meeting and individual portfolio holders make decisions independently. In addition, Officers can make key decisions and an entry for each of these will be included in this list.

DECISIONS WHICH THE CABINET INTENDS TO MAKE IN PRIVATE

The Cabinet hereby gives notice that it intends to meet in private after its public meeting to consider reports and/or appendices which contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports and/or appendices to decisions which the Cabinet will take at its private meeting are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please email carolinematthews@maidstone.gov.uk. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

ACCESS TO CABINET REPORTS

Reports to be considered at the Cabinet's public meeting will be available on the Council's website (www.maidstone.gov.uk) a minimum of 5 working days before the meeting.

HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

The Council actively encourages people to express their views on decisions it plans to make. This can be done by writing directly to the appropriate Officer or Cabinet Member (details of whom are shown in the list below).

Alternatively, the Cabinet are contactable via our website (www.maidstone.gov.uk) where you can submit a question to the Leader of the Council. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

List of Forthcoming Decisions

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 9 Apr 2014	Maidstone Enterprise Hub Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek karenfrank@maidstone.gov.uk		Maidstone Enterprise Hub
Cabinet Member for Economic and Commercial Development Due Date: Friday 30 May 2014	Maidstone Museums' Collections Development Policy 2013 - 2018 To consider the approval of a revised Collections Development Policy for the Council's museums	KEY Reason: Policies, Plans, Strategies	Dawn Hudd dawnhudd@maidstone.gov.uk	Public	Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018