

AGENDA

COMMUNITY, LEISURE SERVICES AND ENVIRONMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 17 June 2014

Time: **7.30 pm**

**Or the conclusion of the Future Work
Programme Workshop (whichever is the
later)**

Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: To be appointed at the Annual Meeting of the
Council to be held on 7 June 2014

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/Witnesses**
5. **Election of Chairman**
6. **Election of Vice Chairman**
7. **Disclosures by Members and Officers**
8. **To consider whether any items should be taken in private because of the possible disclosure of exempt information**
9. **Minutes of the meeting held on 8 April 2014** 1 - 25
10. **Future Work Programme** 26 - 66

Continued Over/:

Issued on 4 June 2014

Alison Broom

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

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 Tessa Mallett on 01622 602524**. To find out more about the work of the Overview and Scrutiny Committees, please visit www.maidstone.gov.uk/osc

MAIDSTONE BOROUGH COUNCIL

Community, Leisure Services and Environment Overview & Scrutiny Committee

MINUTES OF THE MEETING HELD ON TUESDAY 8 APRIL 2014

Present: Councillor Mrs Blackmore (Chairman), and Councillors Brindle, Mrs Gibson, Mrs Gooch, Mrs Joy, Mrs Mannering, McLoughlin, Mrs Parvin and Vizzard

Also Present: Councillors Mrs Ring and J A Wilson

114. **THE COMMITTEE TO CONSIDER WHETHER ALL ITEMS ON THE AGENDA SHOULD BE WEB-CAST**

RESOLVED: That all items on the agenda be webcast.

115. **APOLOGIES**

Apologies for absence were received from Councillor Munford and Councillor Yates.

116. **NOTIFICATION OF SUBSTITUTE MEMBERS**

It was noted that Councillor McLoughlin was in attendance as a substitute for Councillor Yates and that Councillor Gooch was in attendance as a substitute for Councillor Munford.

117. **NOTIFICATION OF VISITING MEMBERS/WITNESSES**

Councillor John A Wilson, Cabinet Member for Community and Leisure Services was in attendance as a witness for Item 8 – Cabinet Member for Community and Leisure Services and Cabinet Member for Environment Review of Priorities for Municipal Year 2013-14.

Councillor Marion Ring, Cabinet Member for Environment was in attendance as a witness for Item 8 – Cabinet Member for Community and Leisure Services and Cabinet Member for Environment Review of Priorities for Municipal Year 2013-14.

John Littlemore, Head of Housing and Community Services, was in attendance for Item 8 – Cabinet Member for Community and Leisure Services and Cabinet Member for Environment Review of Priorities for Municipal Year 2013-14.

118. **DISCLOSURES BY MEMBERS AND OFFICERS**

There were no disclosures.

119. 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 as proposed.

120. MINUTES OF THE MEETING HELD ON TUESDAY 11 MARCH 2014

RESOLVED: That the minutes of the meeting held on 11 March 2014 be received and approved and the Chairman be authorised to sign them.

121. CABINET MEMBER FOR COMMUNITY AND LEISURE SERVICES AND CABINET MEMBER FOR ENVIRONMENT REVIEW OF PRIORITIES FOR MUNICIPAL YEAR 2013-14

The Cabinet Member for Community and Leisure Services and the Cabinet Member for Environment provided the Committee with an end of year update on their priorities for the 2013-14 municipal year.

The Cabinet Member for Community and Leisure Services highlighted the following areas within his portfolio:

- Young People
- Road Safety
- Health Inequalities
- Housing Services
- Parks and Leisure Services

The following issues were discussed:

- The powers and duties of the West Kent Clinical Commissioning Group (CCG)
- The work carried out by the Safer Maidstone Partnership
- Youth participation and engagement activities
- Arriva bus driver behaviour in pedestrianised areas
- Bus driver education workshops
- Statistics (from 2009) in relation to road safety including those killed or seriously injured
- The number of 16-18 year olds not in education, employment or training and unemployment figures for under 24 year olds
- Ways to maximise capacity in the private rented sector including schemes that would provide incentives to private landlords
- The different types of affordable housing
- Bringing empty homes back into use
- The aim and purpose of the Borough Update and the Communities Newsletter
- Road Safety messages
- Building relationships with Parish Councils across the borough
- The Parish Charter
- The Active Maidstone Awards and the re-profiling of budgets in order to develop a targeted programme to increase physical activity / reduce obesity

The importance of building relationships between Overview and Scrutiny and Cabinet was discussed. It was explained that the Scrutiny Coordinating Committee had asked the Centre for Public Scrutiny to facilitate a briefing session which would have a clear focus on building relationships between Cabinet and Overview and Scrutiny.

Following the positive contribution made by the Committee during the development of the Play Areas Strategy, the Cabinet Member for Community and Leisure Services stated he would welcome the opportunity to develop the relationship between Cabinet and Overview and Scrutiny and would take part in the Centre for Public Scrutiny activity.

The Cabinet Member for Environment highlighted the following successes:

- The Waste Management Strategy
- Recycling
- Savings in relation to the waste and recycling contract
- Partnership working
- Improved street cleansing litter scores
- Commercial waste
- Developments at the crematorium

In addition the Cabinet Member for Environment tabled the following documents (attached at Appendix A, Appendix B and Appendix C):

- Environment Portfolio Priorities Review of 2013/14 (Appendix A)
- A finalised proposal from the National Flood Forum for the Maidstone Community Engagement and Support Programme (Appendix B)
- Green Travel Champion Activity Pack (Appendix C)

The following issues were discussed:

- Litter penalties
- Dog watch / Irresponsible dog owners
- The crematorium – including costs, customer service and the customer range
- The Maidstone Safety Advisory Group
- Cigarette litter
- Waste management
- Street cleansing area-based working
- Signs to prevent litter
- The Air Quality Management Area Action Plan
- Flooding – including roles and responsibilities of different organisations
- The Green Travel Champion scheme
- The role and responsibilities of Kent County Council in relation to fly-posting

The Committee congratulated the Waste and Street Scene team for the work they had carried out in 2013/14.

RESOLVED:

That:

- (a) The Cabinet Member for Community and Leisure Services be asked to provide the Committee with up to date figures for road safety (the number of killed and seriously injured) across the borough.
- (b) The Community Partnerships Manager be asked to (i) clarify the aims and objectives of the Communities Newsletter; (ii) provide information on who it is sent to; and (iii) send a copy of the latest edition to Members of the Committee.
- (c) The Head of Housing and Community Services be asked to work with the Council's Communications Manager to ensure road safety messages are included in the Borough Update.
- (d) The Head of Housing and Community Services be asked to facilitate a briefing session for all Members in order to improve understanding in relation to affordable housing options.
- (e) The Head of Housing and Community Services be recommended to update the Parish Charter and be asked to provide further information on timescales.
- (f) The Older Persons Services Review suggestion (outlined in the Future Work Programme) be updated to include consideration of loneliness.
- (g) The Cabinet Member for Environment be recommended to send Dog Watch Cards to Parish Councils and Members of Maidstone Borough Council in order to promote the scheme across the borough.
- (h) The Head of Environment and Public Realm be asked to work with the Communications Manager to publicise the success of the Council's zero tolerance litter penalty scheme. For example, by highlighting the number of litter penalties issued, in the Borough Update.

122. FUTURE WORK PROGRAMME

RESOLVED:

That:

- (a) The Committee's future work programme and SCRAIP responses be noted;
- (b) Outstanding SCRAIP responses (from 2013/14) be circulated to Members of the Committee (via email) before the end of the

Municipal Year and included in the Future Work Programme Report in June 2014;

- (c) The Communities, Leisure Services and Environment OSC meeting on 13 May 2014 be cancelled due to a lack of business.

123. DURATION OF MEETING

18:30 – 21:05

Appendix A

ENVIRONMENT PORTFOLIO PRIORITIES REVIEW OF 2013/14

This has been a very positive year for my portfolio with a number of successes

The headlines are as follows:

- All actions in the waste management strategy achieved ahead of time
- 50% recycling achieved a year early
- New waste and recycling contract delivers savings in excess of £1m
- Prestigious national award received for partnership working
- Street cleansing litter scores have improved
- Commercial waste service has exceeded its customer targets
- Crematorium has exceeded last years targets

More specifically:-

- The current Maidstone Waste strategy has been reviewed and all targets have been achieved ahead of time. The strategy is now being updated and the Overview and Scrutiny Committee's views have been sought on the new targets, including a 60% recycling figure.
- The new waste and recycling contract for 3 the authorities in Mid Kent, Ashford, Maidstone and Swale has been successfully delivered in Ashford and Maidstone and is due to be rolled out in Swale shortly. After the inevitable minor teething problems the service is operating well, recycling has reached 50% and the partnership is looking to develop new innovative ways of working. Savings in excess of £1m per annum have been achieved for Maidstone.
- A new campaign to encourage Maidstone residents to recycle more was launched on 15 March in Jubilee Square and will subsequently see a range of activities including door knocking to encourage and support residents in recycling. Funding to support this is being provided by the Kent Resource Partnership.

- The new commercial waste service continues to attract new customers and provides a real opportunity for small businesses to recycle their waste. The business plan is above target with numbers of new customers exceeding expectations and the scheme will continue to develop over the next year. Already, the service makes a contribution, through recharges, to the Council's budgets.
- Increased public engagement through initiatives like Dog Watch has led to improved information about irresponsible dog owners. This has enabled officers to fine a greater number of people who allow their animals to foul including 2 prosecutions. This has reduced fouling in those areas where the community have helped identify those spoiling their area.
- The launch of the Community Aware Responsible Establishment scheme (CAREs) has led to 26 licensed establishments signing up. These establishments are taking the steps necessary to reduce noise in their community and avoid complaints by developing their own noise management plan.
- I am aware that certain areas in private ownership that are open to the public are still, in some cases, not being maintained to the standards the Council and the residents would expect. A high profile event which took place in Park Wood will be used as a template for further actions. This involved talking to local traders and residents and where necessary serving notices for waste to be cleared up.
- A total of 14468 litter penalties have been issued since the programme for zero tolerance commenced, with 2585 issued this year and 5 for dog fouling. The contractor's staff now patrol all areas of the Borough with visits to rural areas being made twice a week.
- Street cleansing area-based working has continued successfully with anecdotal evidence being positive and targeting those areas with lower satisfaction. Street cleansing standards have been maintained and the standards identified by Government for measuring litter and detritus have improved by 0.64% since the introduction of area-based cleansing, although a small percentage this represents a real improvement as base levels were already low. However, extra work is being undertaken to improve public perception of this service. The resources needed for the flooding response have meant that some areas need an extra input to bring them back to the Council's standard and this is underway. A refresh of the cleansing areas will also be undertaken early in the new financial year.
- Mobile working is now in the process of being implemented for the street cleansing service enabling reports of flytipping, littering, dog fouling, etc. to be passed electronically from residents to the cleansing operatives and improve visibility of the service.

- The Air Quality Management Area Action Plan is being implemented and will continue with current projects from grants received from DEFRA; this will allow more detailed analysis of hotspot areas. Further grants to support this work will be pursued. The partnership with KCC Public Health is being prioritised.
- The change from "scores on the doors" to the National Food Hygiene Rating Scheme for restaurants has been successfully implemented and work will continue with the aim of raising standards across the borough. Some restaurants are still going through the transition.
- There has been a positive reduction in carbon emissions and the Council's aim to reduce emissions by 3% year on year until 2015 is on target. There are a number of projects being considered at the crematorium and in the waste contract to support this.
- Options for a shared Environmental Health service with Swale and Tunbridge Wells are being finalised and will be implemented by June this year.
- The crematorium has continued to develop and over the next year, the focus will be on achieving even higher customer service and broadening the customer range. Cremation numbers have exceeded last years despite the re-opening of the Medway facility. Burials and memorial sales have also increased. The entrance to the crematorium has been improved with landscaping and new gates.
- The Maidstone Safety Advisory Group is continuing to monitor large scale public events working with the organisers to ensure events are trouble free.
- As the cabinet Member responsible for the flood recovery there is still a lot of work to be done, with lessons learnt and plans for future emergencies being revised accordingly. The national flood forum has started work liaising with residents in Yalding and other flood affected areas.

Appendix B

**National Flood Forum
FINALISED PROPOSAL for Maidstone Community Engagement and
Support Programme
24 March 2014**

1. Aims

- To understand and communicate with communities affected by the flooding in Maidstone so that they understand and can become more resilient to flood.
- To commission the National Flood Forum to engage affected communities in conversation by way of a staffed trailer at relevant locations.
- To develop a 'listening' phase to help to understand the issues that the communities faced before, during and after the incident and what their feelings and views are, particularly towards the agency response.
- To help the community draw up its own agenda in taking a lead role in any future response and improve understanding of the roles and responsibilities of each agency.
- To empower communities to respond more immediately, effectively and more localised to flooding.

2. The National Flood Forum

The National Flood Forum is a charity that raises the awareness of flood risks, helps people and communities to protect themselves and supports those who have endured the misery of flooding.

3. National Flood Forum (NFF) intends:

1. To provide a 4x4 vehicle and Flood Recovery Trailer used as a mobile surgery to provide a "neutral" venue for people to come and gain understanding and assistance on all issues connected to being flooded.
2. To provide NFF staffing to manage and co-ordinate the Flood Recovery Trailer, providing free, confidential, impartial and independent advice to enable local residents to deal with a wide range of issues relating to flooding.
3. To provide a brief and schedule for x5 days of Home Visits.
4. To provide a mid-project update activity report by email.
5. To provide an Evaluation Report providing data capture and mapping, community feedback (advice given, gaps, issues, successes), impact, lessons learnt and opportunities and next steps.

3.1 What is the Flood Recovery Trailer?

The Flood Recovery Trailer is purpose built as a mobile surgery for support at the initial stage of recovering from a flood. Run by National Flood Forum staff, it offers a "neutral" venue for people to come and gain understanding and assistance on all issues connected to being flooded. It also offers a facility for Environment Agency, Council and Water Company staff to offer information to flood victims. Other core agencies such as KFRS and Kent Police, alongside representatives from parish and ward councils may also be invited to come along to events and set up information stands.

Key priorities and topics to be covered through the Trailer will include;

1. Drawing comments from the communities (residents and businesses), including producing data for the partnership on the community prospective, including capturing the details of where the community have dispersed to, insured and uninsured, finding interest in involvement of a flood action group
2. Insurance advice and support, including; ongoing claims, future policies and the property reinstatement process
3. Advising the uninsured; essentials to property restoration, voluntary help etc.
4. General flood awareness, e.g. how do people prepare for flooding including securing properties
5. Assisting people still in temporary accommodation
6. Advise on restoring properties including resilience measures (5,000 Gov. grant)
7. Independent advise on property level protection products
8. EA warnings and data
9. Understanding existing roles and responsibilities of agencies and communities

The EA will provide a flood narrative in terms of what actually happened and will make staff available on the trailer.

4. Maidstone Borough Council intends:

1. To pay the National Flood Forum £18,000 to deliver the agreed Consultant Contract, which will be paid in four instalments as follows;
 - On signing of the Consultant Agreement: **£6,000**
 - On delivery of phase 1 and submission to Maidstone Borough Council of evaluation report/review: **£5,000**
 - On delivery of phases 2 and 3 submission to Maidstone Borough Council of evaluation report/review: **£5,000**
 - On completion of all scheduled activities and submission of an evaluation report to Maidstone Borough Council of a mid-project Activity Update report/review: **£2,000**
2. To organise storage for the Flood Recovery Trailer at the Maidstone Depot in Park Wood.
3. To confirm the proposed locations in consultation with parish/ward councillors
4. To organise and deliver a Communications campaign promoting the National Flood Forum and the Flood Recovery Trailer programme in Maidstone through;
 - Maidstone Borough Council's website
 - Parish/ward circulation lists and websites
 - Leaflet Drops
 - Posters - Parish and Ward Notice Boards
 - Local press (Downs Mail, KM etc.
 - Word of mouth (local ward and parish councillors)

5. Proposed schedule (HS, TN, GB, SR)

A Flood Recovery Trailer will be coming to Maidstone from Monday 31 March 2014.

See Appendix 1.

National Flood Forum: Maidstone Schedule

Phase 1

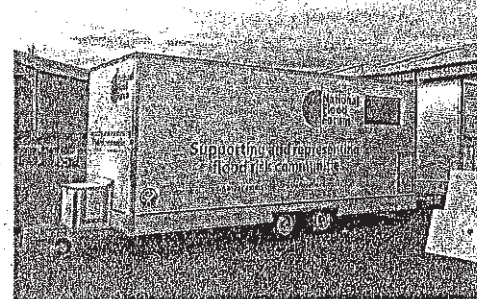
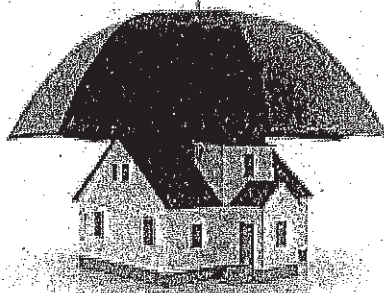
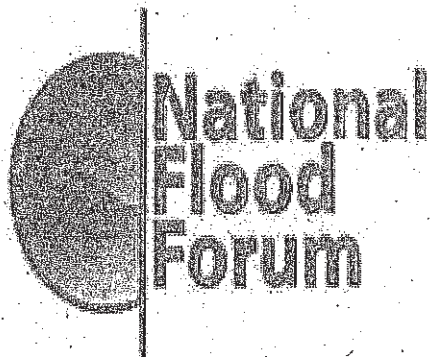
Date	Location	Time	Trailer Drop off (The NFF 4x4 will be stored at the Maidstone Depot, Driver to be provided by MBC)	Flood areas
Tuesday 8 April 2014	Yalding Village Hall Car Park	2-7pm	Pick up from depot 12.30pm Drop off at 1pm Pick up 7.05pm & rtn	Yalding/Laddingford/Collier Street/Paddock Wood
Sunday 13 April 2014	Yalding Village Hall Car Park	12 noon-3pm	Pick up from depot 10.30am Drop off at 11 am Pick up 3.05pm & rtn	Yalding/Laddingford/Collier Street/Paddock Wood
Saturday 19 April 2014	Yalding Village Hall Car Park	12 noon-3pm	Pick up from depot 10.30am Drop off at 11am Pick up 3.05pm & rtn	Yalding/Laddingford/Collier Street/Paddock Wood

Phase 2

Date	Location	Time	Trailer Drop off (The NFF 4x4 will be stored at the Maidstone Depot)	Flood areas
Sunday 20 April 2014	Tovil Working Men's Club (01622 751293)	10am-3pm	Pick up from depot 8.30am Drop off at 9am Pick up 3.05pm & rtn	Tovil/East Farleigh/Loose
Saturday 26 April 2014	Little Venice Caravan Park (01622 814158)	10am-3pm	Pick up from depot 8.30am Drop off at 9am Pick up 3.05pm & rtn	Little Venice Caravan Park/Hampstead Lane
Sunday 27 April 2017	Lockmeadow Car Park	10am-3pm	Pick up from depot 8.30am Drop off at 9am Pick up 3.05pm	Hart Street/Clifford Way

Phase 3

Date	Location	Time	Trailer Drop off (The NFF 4x4 will be stored at the Maidstone Depot)	Flood areas
Saturday 3 May 2014	Tovil Working Men's Club (01622 751293)	10am-3pm	Pick up from depot 8.30 am Drop off at 9am Pick up 3.05pm	Tovil/East Farleigh/Loose
Saturday 3 May 2014	East Farleigh Working Men's Club (01622 728048)	4-7pm	Drop off 3.30pm Pick up 7.05pm & rtn	
Sunday 4 May 2014	Lockmeadow Car Park	11am-3pm	Pick up from depot 9.30 am Drop off at 10am Pick up 3.05pm & rtn	Hart Street/Clifford Way
Saturday 10 May 2014	Yalding Village Hall Car Park (Provisional)	2-7pm	Pick up from depot 12.30pm Drop off at 1pm Pick up 6.05pm & rtn	Yalding/Laddingford/Collier Street/Paddock Wood
Sunday 11 May 2014	Little Venice Caravan Park (01622 814158)	2-7pm	Pick up from depot 12.30pm Drop off at 1pm Pick up 7.05pm & rtn	Little Venice Caravan Park/Hampstead Lane



A Flood Recovery Trailer is coming to Yalding

What is it?

The Flood Recovery Trailer is purpose built as a mobile surgery for support at the initial stage of recovering from a flood. Run by the National Flood Forum, it offers a "neutral" venue for people to come and gain understanding and assistance on all issues connected to being flooded. It also offers a facility for Environment Agency and Water Company staff to offer information to flood victims.

When and Where?

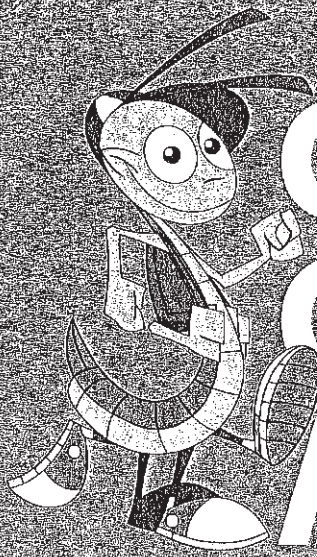
Date	Location	Time
Tuesday 8 April 2014	Yalding Village Hall Car Park	2-7pm
Sunday 13 April 2014	Yalding Village Hall Car Park	12 noon-3pm
Saturday 19 April 2014	Yalding Village Hall Car Park	12 noon-3pm

How can it help you?

- Insurance advice and support, including; ongoing claims, future policies and the property reinstatement process
- Advising the uninsured; essentials to property restoration, voluntary help etc.
- General flood awareness, e.g. how do people prepare for flooding including securing properties
- Assisting people still in temporary accommodation
- Independent advise on property level protection products
- Environment Agency Personal Flood Plans, warnings and data

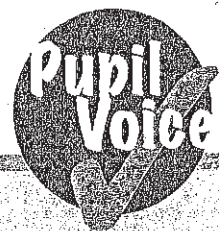
No need to book **15**ust turn up on the day!
www.floodforum.org.uk

6 **Appendix C**



Green Travel Champion Activity Pack

Together we make a difference



SCHOOL COUNCIL PACKS

Becoming a KM Green Travel champion

To become a KM Green Travel Champion, a pupil or group of pupils are required to take a leading role in an activity that promotes green travel to their primary school. These pupils must use green travel to get to school as often as possible.

Suggested activities that can earn this accolade include:

- 1 A poster competition
- 2 Design a newsletter
- 3 Become a photojournalist
- 4 Hold a green survey
- 5 Write a letter
- 6 Stage a presentation
- 7 Enter our Song Contest

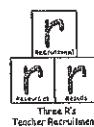
A fuller briefing sheet is available on each of the activities above; however the KM Walk to School Team would also love to see pupils coming up with their own ideas of how to promote green travel to school. Let us know what you are planning!

If you are intending to promote green travel to school, let us know by completing the simple feedback form on the www.kmwalktoschool.co.uk website. To thank you, we will email you case studies on activities that have proved successful at other schools. This might give you extra ideas.

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ACTIVITY SHEET 1

'Making the walk to school cool' poster competition

Step 1: Organise a competition to encourage your fellow pupils to design a poster that encourages green travel. Pick a theme – it could be 'Making the walk to school cool', for example.

Top tip: Remember that you are trying to catch people's attention with one main picture and a slogan.

Step 2: Ask your school to allow you to display the posters so that everyone in the school can see them.

Step 3: Pick a winner. You have a number of options to select your winner:

- You could form a judging panel by inviting your head teacher, chairman of the PTA and chairman of governors to join the school council in selecting the best. Each person on the judging panel could have one vote.
- Or, why not conduct an election and give every child in the school a vote? They could use a voting slip to write the name of the child whose illustration they like the best.

Top tip: Whichever way you choose your winner, votes could be posted in a special box called a Ballot Box – just like an election adults use to select a member of parliament.

Step 4: Give a prize. Competitions always work best if there is a prize. Ask your PTA to provide a prize for the boy and girl who create the best illustration.

Top tip: We recommend the Nerf gun set (RRP around £7.99) as a prize for a boy, and bead art such as a Hama Smart Girls Gift Set (RRP around £7.99) for a girl – or, a unisex scooter to promote green travel.



Let us know if you are planning!

If you are intending to promote green travel to school, let us know by completing the simple feedback form on the www.inwalkto-school.com website. To thank you, we will email you case studies on activities that have proved successful at other schools. This might give you extra ideas.

Pupil
Voice

ACTIVITY SHEET 2

Design a newsletter or web page to promote green travel to parents

Design a newsletter to promote green travel to school by encouraging more families to walk, cycle or scooter. Ask your head teacher for permission to photocopy it at the school office and to distribute it to families using pupils' book bags.

Top tip: Ask the head teacher if your newsletter could feature your stories on one side, and a poster promoting green travel on the back!

Your newsletter might include some of these selling points:

- To improve the health of children and families. Walking is good for you!
- There are bad parking problems outside the school gates. Fewer cars will help a lot.
- Less car traffic will mean reduced pollution. Stress the environmental issues.
- Don't forget Park and Stride. This is where a family drive the first part of the journey and walk the last five minutes to school. This is acceptable as it reduces some pollution.
- We need every family to join the effort as the school wants to help break the record for the number of car journeys removed from local streets.
- Colourful pie chart illustrations, created from your school's KM Walk to School data.

Big idea: As a one-off 'special edition', you could turn the school newsletter into a newspaper containing reports from different year groups.

When you have the newsletter finished, print out a copy and show it to your head teacher for their comments. They might ask you to make some changes.



Let us know what you are planning!

If you are intending to promote green travel to school, let us know by completing the simple feedback form on the www.wilmslow.sch.uk/green-travel website. To thank you, we will email you case studies on activities that have proved successful at other schools. This might give you extra ideas.

Pupil
Voice

ACTIVITY SHEET 3

Become a green travel photojournalist

Sometimes a picture can tell a whole story, so if you have a camera or a camera phone then you could spread the message of green travel using pictures.

Take photos of your journey to school and create a display to show everyone how green your journey was. Take a photo of you in your road, perhaps by the street sign to show the start of your journey. This could be a photo of you taken by your parent.

If you use any safety wear – such as a reflective tabard, cycle helmet or protective pads – then show them, too. You can also photograph any traffic safety measures along the route, such as pedestrian crossings or speed bumps.

Top tip: Take pictures at locations along the route, showing interesting things along the way – for example, a spider's web, an interesting building, or attractive flowerbeds. This could be a photograph of the object itself or picture of you with the object in view.

Finish off your photo journey with pictures of the traffic situation around the school gates. Your photos should be printed out on paper to make a display, with a note or caption to explain what was happening in each picture. These captions could be written by hand or typed.

Top tip: You could place your photographs on a local map to create a display pinpointing the best and worst spots for crossing the road, for example. You might then even turn this into a web graphic for your school's website, to inform new parents and pupils considering the walk to school.



Let us know what you are planning!

If you are intending to promote green travel to school, let us know by completing the simple feedback form on the www.knaultra-green.com website. To thank you, we will email you case studies on activities that have proved successful at other schools. This might give you extra ideas.

Pupil
Voice

ACTIVITY SHEET 4

conduct a survey to encourage green travel

Sometimes simple things prevent families from taking part in green travel journeys. Perhaps a hedge is overgrown and covering part of a pavement, making it tricky to get past without stepping in the road. That might discourage parents from walking to school as they think the route is dangerous.

Why not conduct a simple survey to ask families if there are any obstacles that could be removed, that would enable them to walk to school more often? Make sure you have permission from the school to conduct the survey. Decide whether the pupils will fill this in or parents.

Top tip: Ask your school for permission to send survey sheets home in pupils' book bags, so that parents have a chance to join in.

Once you have the forms back, show them to your head teacher so that you can discuss what to do next. It might be that the school council could help with some issues.

You can use your data to create bar charts to illustrate your survey's findings.

Then, why not write to the council to ask for help or even invite your local councillor into school to receive a presentation of your findings and discuss the results?

Top tip: Check whether any problems are mentioned in more than one survey. Note down the 'score' of how many times each problem or issue is mentioned.

Here are some suggested questions to ask on your survey:

- Are there any obstacles along your route to school that prevent you walking or using green travel? Yes / No
- If yes please say what the obstacle is:
- Is the path blocked by an overhanging hedge or tree anywhere on the route to school that might make people walk in the road? Yes / No
- If yes please say name the location:
- Are there any other issues along the route to school affecting your willingness to use green travel?
- Please say what you think about green travel?



Let us know what you are planning!

If you are intending to promote green travel to school, let us know by completing the simple feedback form on the www.kingsmill.org.uk/home website. To thank you, we will email you case studies on activities that have proved successful at other schools. This might give you extra ideas.

Pupil
Voice

ACTIVITY SHEET 5

Write a persuasive letter to promote green travel

To enthuse and excite parents and children at your school about green travel, it is important to give feedback on your school's success.

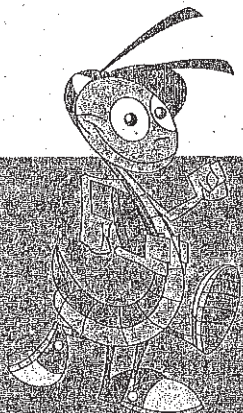
Your school conducts a hands-up survey each week to assess how many families are using green travel. Ask your school council to visit the KM School Portal where this data is located, and to provide you with the following:

- Number of green journeys to school this academic year?
- Number of school run car journeys removed from local roads so far this school year?
- Which class has the highest number of green journeys?

Pupils and parents will be very interested to learn this information. Why not write a letter that could be sent to parents – or even to the local newspaper – to trumpet your school's success?

Check with your head teacher whether this can be photocopied and sent home in pupils' book bags. If you are considering sending your letter to the newspaper, then don't forget to ask permission from your head teacher first.

Top tip: Remember to sign it from everyone who has helped to write the letter if this is a group activity.



Let us know what you are up to!

If you are intending to promote green travel to school, let us know by completing the simple feedback form on the www.kmweb.org.uk/green website. To thank you, we will email you case studies or activities that have proved successful at other schools. This might give you extra ideas.

Pupil
Voice

ACTIVITY SHEET 6

Green travel presentation for new parents joining your school

When new parents join the school, it is very important they hear about your campaign to encourage green travel to school. Really, every parent should be helping the campaign - so why not ask your head teacher for permission to give a short presentation to the new parents when they come to a meeting in the summer term?

When you have your presentation ready, ask the head teacher if you can practice by making the presentation to school governors. This could be at a governors' meeting, or you could invite the governors to come to the school especially to see your presentation.

Things to think about:

- Pictures – how will you show them what the traffic situation is like? Could you take photos of the parking outside the school on a day when there are lots of cars? If your school does Walk on Wednesday, then take a photo on a Wednesday when there are far fewer cars – then you can remind your audience that this is the aim of your campaign.
- Your main points – perhaps stick to three main points which could be:
 - 1 Healthy children
 - 2 Less pollution
 - 3 Safer streets

Create a letter that you can give to all new parents at the head teacher's meeting, which will remind each parent of the points from your presentation.



Let us know what you're planning!

If you are intending to promote green travel to school, let us know by completing the simple feedback form on the www.knolls.school or our website. To thank you, we will email you case studies on activities that have proved successful at other schools. This might give you extra ideas.

Pupil
Voice

ACTIVITY SHEET 7

Encourage your choir to enter the Walk to School Song Contest

Write a letter to the adult in charge of your school choir asking them to enter the KM Walk to School Song Contest.

Each year this competition encourages choirs to sing a popular song that can be used to encourage green travel to school. Often schools go to extra effort and even change the lyrics of a song to promote walking. Perhaps the choir could perform the song in assembly as a rehearsal for the competition.

Here is a suggestion of the kind of letter you could write to the adult in charge of the choir, to encourage them to get involved:

Dear

I am a pupil who walks to school as often as I can. This is because I like the exercise which keeps me healthy. When we don't use the car it reduces the pollution created by traffic. It also makes the roads safer when there is less traffic around the school gates.

The KM Walk to School project has a competition called the Walk to School Song Contest. School choirs enter the competition with a song that is chosen each year. The lyrics can be used to encourage people to walk more, and are good songs to sing while you walk.

I would love our school choir to enter the competition this year. Please could you have a look at the website www.kmcharityteam.co.uk and look under the 'Schools' heading for more information on how we can enter this year?

Thank you for your time. I will wait to hear from you.

Yours sincerely,

Top tip: Don't forget to include details of which class you are in, so that they can let you know their answer. You should also write the date at the top of your letter.

If they agree, then you can plan how to let other pupils in your school know about it – they may wish to join the choir so that they can be in the contest, too.



Let us know what you are planning

If you are intending to promote green travel to school, let us know by completing the simple feedback form on the www.kmwalktoschool.com website. To thank you, we will email you case studies on activities that have proved successful at other schools. This might give you extra ideas.

Pupil
Voice

Agenda Item 10

Maidstone Borough Council

Community, Leisure Services and Environment Overview and Scrutiny Committee

Tuesday 17 June 2014

Agenda item 10

Future Work Programme report

In preparation for the meeting, while reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other question.

Questions I would like to ask regarding this report:

-
-
-
-
-

Maidstone Borough Council

Community, Leisure Services and Environment Overview and Scrutiny Committee

Tuesday 17 June 2014

Future Work Programme Report

Report of: Tessa Mallett, Overview & Scrutiny Officer

1. Introduction

- 1.1 At their meeting of 23 April 2014 the Scrutiny Coordinating Committee¹ discussed the development of the 2014-15 Overview and Scrutiny Committees' Future Work Programmes (FWP) and review topics.
- 1.2 As a result of these discussions it was agreed to design and run a Future Work Programme Workshop before each Committees' first meeting of the 2014-15 municipal year.
- 1.3 During the workshops committees will discuss and select topics relating to the terms of reference for their committee attached as **Appendix A**.
- 1.4 The results of the Committees' discussions at their workshops are to be used to help develop a draft future work programme and select a review topic for the 2014-15 municipal year.
- 1.5 Committees will also be asked to consider their development requirements for the year relating to their agreed FWP and review topic.

2. Recommendation

- 2.1 That the Committee uses the results of their discussions from the Future Work Programme Workshop held before this meeting to plan their draft future work programme.
- 2.2 That the Committee also uses the results of their discussions from the Future Work Programme Workshop held before this meeting to plan their review topic for the 2014-15 municipal year.
- 2.3 That the Committee considers their development needs for the coming year to enhance the work of their FWP and review topic.

¹ The Scrutiny Coordinating Committee, consisting of the Chairman and Vice Chairman of each Overview and Scrutiny committees, is tasked to consider matters relating to the conduct, performance and procedures of the Overview and Scrutiny committees and develops mechanisms for addressing cross cutting issues and preventing duplication in the work of individual committees.

- 2.4 That Committee notes the terms of reference for this Committee, attached as **Appendix A**, when making their decisions.
- 2.5 That the Committee considers the sections of the List of Forthcoming Decisions relevant to the Committee at **Appendix B** and whether these are items that require further investigation or monitoring and inclusion on their FWP.

3 What is Overview and Scrutiny?

- 3.1 Overview and Scrutiny committees (O&S) were brought into being by the Local Government Act 2000 as a way of holding the executive to account. In Maidstone, there are four committees overseeing six Cabinet portfolios. O&S committees play two main roles with this structure; the bulk of their time is spent examining the policy, administration and expenditure of the council through focused policy reviews similar to select committee inquiries. They also have a role in scrutinising key council documents such as the budget and strategic plan, and have the power to 'call in' decisions of the cabinet once they have been made and suggest alternative courses of action. The breakdown below provides a useful aide memoire:

Role	How
Policy Development	Through carrying out reviews in new areas and aiding the cabinet in its policy work.
Holding the Executive to account	Through pre- and post-cabinet decision scrutiny. Pre-decision - inviting cabinet members to report to the committee on their work and making recommendations to assist policy development, and initiating reviews of services and policy, for example climate change. Post-decision scrutiny: scrutiny committees may call-in a cabinet or cabinet member decision, review that decision and make recommendations.
Policy Review	Keeping an eye on the policies developed by the council and the cabinet and making recommendations where appropriate for improvement.
Performance Management	Reviewing performance management information, identifying services that are not performing and making recommendations for improvement.
External Scrutiny	Looking outside the council at other services provided to the public. This includes the Council's responsibility to scrutinise the Safer Maidstone Partnership under the Police and Justice Act 2006.

Engaging the public	A key role for scrutiny is to engage the public in its work and give the public a voice. This can be achieved through co-option, working with the local media and asking for the public's input into the scrutiny work programme.
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3.2 Scrutiny cannot:

- Take decisions, however it can recommend to decision makers;
- Investigate individual complaints. For information on the council's complaint procedure please see [http://selfserve.maidstone.gov.uk/ServicePage.aspx?servicePath=;](http://selfserve.maidstone.gov.uk/ServicePage.aspx?servicePath=)
- Change a cabinet decision – it can recommend a decision be changed but it is up to cabinet whether or not it accepts that recommendation;
- Scrutinise individual planning or licensing decisions;
- Investigate the conduct or behaviour of a councillor or officer - this is the responsibility of the Standards Committee.

4 Future Work Programme

- 4.1 Each O&S committee is required to approve and co-ordinate an annual work programme, including the programme of any review topics. Members of each O&S committee have an important role to play in ensuring time and resources are effectively and efficiently used.
- 4.2 Careful selection and prioritisation of work is essential if the scrutiny function is to be successful, achieve added value and retain credibility. The work programme should be realistic, relevant to the public, of interest to Members and be adequately resourced. It needs to be flexible to ensure it remains relevant and to retain a degree of flexibility to enable additional issues to be scrutinised urgently.

5 Scrutiny Review Topics

- 5.1 Scrutiny reviews are a key aspect of O&S work, and provide opportunities to thoroughly investigate topics and help make improvements. This type of work should enable more robust and effective challenge and lead to better decision making. In depth reviews should also help engage the public, and provide greater transparency and accountability.

5.2 Examples of review topics already undertaken by O&S Committees include:

- Accessing Mental Health Services Before the Point of Crisis – April 2014
- Events Review - April 2014
- Maidstone Visitor Information Centre - 2013
- Review of the Capital Strategy – 2013

6 Scrutiny review topic selection criteria

6.1 The following selection criteria are suggested to committees when deciding on their topic selections for their review topic:

- Accept the topic if it:
 - Affects local people;
 - Will bring improvements for local people and/or for the council;
 - Relates to a poor performing service.
- Reject the topic if it:
 - Has been covered by and O&S committee in the past 12 months;
 - Is an individual complaint.

7 Future Work Programme Workshop

7.1 In March 2014 the O&S team, with the help of the Communications team, implemented a communications plan to help gather suggestions for topics for the committees FWP and reviews.

7.2 Requests for ideas for topic suggestions were sent using:

- Emails direct to parish councils, all Maidstone Borough Councillors (MBC), stakeholders including Kent County Council (KCC), local charities and community groups;
- Press releases in the Downs Mail and Kent Messenger;
- Articles on the MBC intranet and website;
- Twitter and Facebook;
- Internal channels such as Wakey, Wakey and face to face meetings with key staff.

7.3 Since March the O&S team have received more than 50 suggestions from staff, members of the public, community representatives, key stakeholders/partners including parish councils and local press. A list of all the suggestions received is attached as **Appendix C**.

7.4 A number of items identified for 2013-14 were not reviewed or the Committee requested an update after a six month period. These items have been included in Appendix C with a note to indicate they are carried over from 2013-14. The Committee is requested to

consider these items together with the suggestions received for 2014-15.

- 7.5 All the suggestions will be used in an activity during the Future Work Programme Workshop to be held prior to this meeting
- 7.6 The aim of the workshop is for each O&S committee to develop their FWP and decide on a least one review topic for the 2014-15 municipal year.
- 7.7 With the input of the Scrutiny Coordinating Committee the workshop has been designed to be interactive and engaging to encourage discussion and debate to develop a work programme that is realistic and relevant to the committee.
- 7.8 The work programmes will need to be flexible to enable additional issues to be scrutinised urgently throughout the year. With additional work not yet scheduled in, the work programme has the potential to become quite substantial. The Committee should aim to maintain a manageable work programme and regularly consider whether items can be removed.
- 7.9 The importance of input from Cabinet Members and Officers is crucial to the development of the FWP. All Councillors have been invited to all four workshops.
- 7.10 To help promote pre-decision scrutiny key members of staff will also be attending the workshops, and Committee meetings, to respond to any questions on major pieces of work applicable to each Committee's terms of reference for the coming year.
- 7.11 The Committee may wish to interview Cabinet members in July or August to better understand their priorities for the coming year.
- 7.12 Part of the workshop will also focus on members learning and development needs and opportunities to ensure effective scrutiny, work programing and scoping of reviews.
- 7.13 Throughout the course of the municipal year the Committee is asked to review their work programme and to put forward ideas for scrutiny. Members are asked to consider the work programme at each meeting to ensure that it remains appropriate and covers all issues Members wish to consider within the Committee's remit.
- 7.14 The Committee is reminded that the Constitution states under Overview and Scrutiny Procedure Rules number 9: Agenda items that 'Any Member 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 of the Committee or Sub-Committee. On receipt of such a request the proper officer will ensure that it is included on the next available agenda, the Member must attend the meeting and speak on the item put forward.'

8 List of Forthcoming Decisions

8.1 The List of Forthcoming Decisions (**Appendix B**) is a live document containing all key and non-key decisions.

8.2 Due to the nature of the List of Forthcoming Decisions, and to ensure the information provided to the Committee is up to date, a verbal update will be given at the meeting by the Chairman. The Committee can view the live document online at:
<http://meetings.maidstone.gov.uk/mgListPlans.aspx?RPId=443&RD=0>

9 SCRAIP² update

An update on the SCRAIP for Cabinet Member Review of Priorities from the meeting of 8 April 2014 was sent to Members via email on 1 May 2014. If further information on SCRAIPs is required please contact Tessa Mallett on 01622 602524 or email Tessamallett@maidstone.gov.uk

10 Alternative Action and why not Recommend

10.1 None

11 Impact on Corporate Objectives

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

- 'For Maidstone to be a decent place to live.'

11.2 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.

12 Financial Implications

To assist O&S committees in their inquiries, a small budget is available for the purchase of necessary equipment and to cover the costs of training, site visits, meetings in locations other than the Town Hall, witness expenses, specialist advice, books and any other costs that might be legitimately incurred by the committees in the course of their activities.

² SCRAIPs (Scrutiny Committee Recommended Action Implementation Plans) together with letters are the main way Committees communicate with the Executive and Officers. Recommendations are sent to the Cabinet and Cabinet Members as SCRAIP forms.

13 Relevant Documents

Appendix A – Overview and Scrutiny Committees’ Terms of Reference

Appendix B – List for Forthcoming Decisions

Appendix C – List of O&S suggestions received for 2014-15

14 Background Documents

None

ARTICLE 6 – OVERVIEW AND SCRUTINY COMMITTEES

6.01 Terms of Reference

The Council will appoint the Overview and Scrutiny Committees set out in the left hand column of the table below to discharge the functions conferred by section 21 of the Local Government Act 2000, the Police and Justice Act 2006, or regulations under section 32 of the Local Government Act 2000 in relation to the matters set out in the second column of the same table. Each overview and scrutiny committee will be responsible for scrutinising policy framework documents that fall within their respective terms of reference.

<p align="center">Strategic Leadership and Corporate Service Overview and Scrutiny Committee</p>	<p align="center">Planning, Transport and Development Overview and Scrutiny Committee</p>
<p>Leader; and Cabinet Member for Corporate Services</p>	<p>Cabinet Member for Planning, Transport and Development</p>
<ul style="list-style-type: none"> • Reviewing performance and ensuring appropriate action is identified and executed to remedy performance issues • Asset Management • Communications • Human Resources • Business Transformation and the Corporate Improvement Programme • Equalities • Scrutinising standards of governance and conduct are achieved throughout the business of the Council • Customer service • Corporate finance including regular budget monitoring • Information Technology including scrutiny of the shared service • Council Tax and Housing Benefit including the Revenues and Benefits Shared Service • Mid Kent Improvement Partnership • Democratic Services including electoral services and member services • Procurement, Property Services and Facilities Management 	<ul style="list-style-type: none"> • The Council’s contribution to securing sustainable construction with respect to development in the borough. • Spatial planning including the Local Development Framework and other spatial planning documents including Development Plan Documents, Development Management policies and development briefs • Transport and Infrastructure (including Highways, Parking, Park and Ride and Public Transport) • Development Management including planning enforcement and land charges • Landscape and Conservation • Building Control

Community, Leisure Services and Environment Overview and Scrutiny Committee Cabinet Member for Community and Leisure Services; & Cabinet Member for Environment	Economic and Commercial Development Overview and Scrutiny Committee Cabinet Member for Economic and Commercial Development
<ul style="list-style-type: none"> • Housing • Community Development • Community Safety (To act as the Crime and Disorder Reduction Partnership OSC twice a year) • Safety In Action • Voluntary and Community Sectors • Health • Parks, open spaces and allotments including grounds maintenance • Leisure activities including sporting and recreational based activities and including services provided via the Maidstone Leisure Centre • Community engagement • Allocation and monitoring of grants • Air Quality • Contaminated Land • Water • Climate change • Licensing • Carbon Management • Local Biodiversity • Waste minimisation, recycling and collection • Cleansing services • Environmental Health services • Bereavement i.e. services provided from the cemetery and crematorium • Capital projects and programmes relevant to the portfolio • Cobtree Golf Course • Climate Change 	<ul style="list-style-type: none"> • Economic Development and Regeneration • Commercial Services Development • The Visitor Economy including the Hazlitt Arts Centre, Maidstone museums, tourism, the Kent Conference Bureau and Maidstone market. • Capital projects and programmes relevant to the portfolio including regeneration and public realm improvement schemes • Events and venues

Scrutiny Coordinating Committee

A Committee consisting of the Chairmen and Vice Chairmen of the four Overview and Scrutiny Committees, to be called the Scrutiny Coordinating Committee shall meet from time to time to consider matters relating to the conduct, performance and procedures of the Committees; to develop mechanisms for addressing cross cutting issues; and to prevent duplication in the work of the individual committees.

6.02 General role

Within their terms of reference Overview and Scrutiny Committees will:

- (a) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions. This would include looking at decisions after they have been implemented;
- (b) Make reports and/or recommendations to the full Council and/or the Executive and/or any other Committee in connection with the discharge of any functions (the decision making power remains with the original decision taker);
- (c) Consider any matter affecting the area or its inhabitants; and
- (d) Exercise the right to call in, for reconsideration, executive decisions not yet implemented by the Executive and/or any other Committees or officers.

6.03 Specific functions

(a) **Policy development and review.** Overview and Scrutiny Committees may:

- (i) Assist the Council and the Executive in the development of its budget and policy framework by in depth analysis of policy issues;
- (ii) Conduct research with the community and other consultation in the analysis of policy issues and possible options;
- (iii) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
- (iv) Question Members of the Executive, Members of Committees and chief officers about their views on issues and proposals affecting the area; and
- (v) Liaise with other external organisations operating in the area, whether national, regional or local to ensure that the interests of local people are enhanced by collaborative working.

(b) **Scrutiny.** Overview and Scrutiny Committees may:

- (i) Review and scrutinise the decisions made by and performance of the Executive, other Committees and Council Officers both in relation to

individual decisions and over time. This would include looking at decisions after they have been implemented;

- (ii) Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - (iii) Question Members of the Executive, Members of other appropriate Committees and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
 - (iv) Make recommendations to the Executive, other appropriate Committees and/or the Council arising from the outcome of the Overview and Scrutiny process;
 - (v) Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance; and
 - (vi) Question and gather evidence from any person (with their consent).
- (c) **Finance.** Overview and Scrutiny Committees may exercise overall responsibility for the finances made available to them within the budget set by Council. This budget to be used to support the policy review work of the Committees.
 - (d) **Annual report.** Overview and Scrutiny Committees may report annually to the full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.
 - (e) **Officers.** Overview and Scrutiny Committees may exercise overall responsibility for the work programme of any officers employed to support their work.

6.04 Proceedings of Overview and Scrutiny Committees

Overview and Scrutiny Committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

6.05 Chairmanship

An Overview and Scrutiny Committee shall not be chaired by the Chairman of the Audit Committee.



38 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” –

Forthcoming Decisions
May 2014 – February 2015

- 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
-
- 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 committeeservices@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.

Forthcoming Decisions
May 2014 – February 2015

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 11 Jun 2014	Annual Performance Report 2013/14 Performance out-turns for KPIs and updates on Strategic Actions		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Performance Report
Cabinet Due Date: Wednesday 11 Jun 2014	Accommodation Project (SCRAIP) Cabinet to consider the recommendations arising from 6 May SLCS OSC meeting.		Christian Scade christianscade@maidstone.gov.uk	Public	Accommodation Project (SCRAIP)
Cabinet Due Date: Wednesday 11 Jun 2014	Business Rates Reoccupation Relief To seek approval for a local scheme to implement Business Rates reoccupation relief.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Business Rates Reoccupation Relief

Forthcoming Decisions
May 2014 – February 2015

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cabinet Member for Corporate Services Due Date: Thursday 12 Jun 2014	Discretionary Housing Payment Future policy for the award of discretionary housing payments.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Discretionary Housing Payment
 Cabinet Member for Corporate Services Due Date: Thursday 12 Jun 2014	Council Tax, Business Rates and Housing Benefits Overpayments write offs Approval of write offs for irrecoverable debts of Council Tax, Business Rates and Housing Benefit Overpayments		Sheila Coburn sheilacoburn@maidstone.gov.uk	Public	Council Tax, Business Rates and Housing Benefits Overpayments write offs

Forthcoming Decisions
May 2014 – February 2015

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Thursday 12 Jun 2014</p> <p style="text-align: center;">44</p>	<p>Bankruptcy Policy for Council Tax and Business Rates Debt</p> <p>The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Sheila Coburn sheilacoburn@maidstone.gov.uk</p>	<p>Public</p>	<p>Bankruptcy Policy for Council Tax and Business Rates Debt</p>
<p>Leader of the Council</p> <p>Due Date: Friday 13 Jun 2014</p>	<p>Data Quality Policy Review 2013</p> <p>Review of council's data quality policy</p>	<p>KEY Reason: Changes to established policies</p>	<p>Clare Wood clarewood@maidstone.gov.uk</p>	<p>Public</p>	<p>Data Quality Policy Review 2013 Data Quality Policy Review 2013</p>

Forthcoming Decisions
May 2014 – February 2015

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 20 Jun 2014</p> <p style="text-align: center;">45</p>	<p>Coxheath Neighbourhood Plan</p> <p>Coxheath Parish Council's neighbourhood plan has been published by MBC for formal public consultation in accordance with Reg.16 of the Neighbourhood Planning Regulations 2012.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Coxheath Neighbourhood Plan</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 20 Jun 2014</p>	<p>Maidstone Health Inequalities Action Plan</p> <p>Action plan detailing work to reduce health inequalities in the Borough</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Health Inequalities Action Plan Maidstone Health Inequalities Action Plan Enc. 1 for Maidstone Health Inequalities Action Plan</p>

Forthcoming Decisions
May 2014 – February 2015

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Economic and Commercial Development</p> <p>Due Date: Friday 20 Jun 2014</p> <p>46</p>	<p>Maidstone Museums' Collections Development Policy 2013 - 2018</p> <p>To consider the approval of a revised Collections Development Policy for the Council's museums</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Dawn Hudd dawnhudd@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 20 Jun 2014</p>	<p>Homelessness Strategy 2014-19</p> <p>Adoption of a new Homelessness Strategy.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Homelessness Review - January 2014 Homelessness Strategy 2014-19 Appendix 1: Draft Homelessness Strategy 2014-19</p>

Forthcoming Decisions
May 2014 – February 2015

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 20 Jun 2014</p> <p style="text-align: center; font-size: 2em;">47</p>	<p>Lease of Giddyhorn Lane Tennis Courts</p> <p>Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playing Fields</p>		<p>Lucy Stroud lucystroud@maidstone.gov.uk</p>	<p>Private because of commercially sensitive information.</p>	<p>Lease of Giddyhorn Lane Tennis Courts</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 27 Jun 2014</p>	<p>New Code of Practice on the use of surveillance cameras</p> <p>Overview of New Code of Practice and the impact on Maidstone CCTV service provided by Medway Council CCTV Partnership.</p>		<p>John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Cabinet Report New Code of Practice on the use of surveillance cameras</p>

Forthcoming Decisions
May 2014 – February 2015

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cabinet Due Date: Wednesday 9 Jul 2014	Budget Strategy 2015 16 Onwards To give initial consideration to a Budget Strategy for 2015 16 and beyond.	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2015 16 Onwards
Cabinet Due Date: Wednesday 9 Jul 2014	Annual Governance Statement To agree the Annual Governance Statement for 2013/14	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Governance Statement
Cabinet Due Date: Wednesday 9 Jul 2014	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance.		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Local Code of Corporate Governance


Forthcoming Decisions
May 2014 – February 2015

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 Jul 2014	Maidstone Enterprise Hub Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek karenfrank@maidstone.gov.uk	Public	Maidstone Enterprise Hub
Audit Committee Due Date: Monday 14 Jul 2014	Statement of Accounts 2013/14 Draft Statement 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Statement of Accounts 2013/14
Audit Committee Due Date: Monday 14 Jul 2014	External Audit Fee 2014/15 External Audit Fee 2014/15		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	External Audit Fee 2014/15
Audit Committee Due Date: Monday 14 Jul 2014	Treasury Management Performance 2014 15 This report sets out the activities of the Treasury Management function for the 2014 15 financial year.		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Performance 2014 15


Forthcoming Decisions
May 2014 – February 2015

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Audit Committee Due Date: Monday 14 Jul 2014	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance.		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Local Code of Corporate Governance
Audit Committee Due Date: Monday 14 Jul 2014	Annual Governance Statement To consider the draft Annual Governance Statement for 2013/14		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Governance Statement
Cabinet Due Date: Wednesday 13 Aug 2014	Budget Monitoring - 1st Quarter 2014/15 Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring - 1st Quarter 2014/15

Forthcoming Decisions
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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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Audit Committee Due Date: Monday 15 Sep 2014 	External Auditor's Audit Findings Report 2013/14 External Auditor's Audit Findings Report 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	External Auditor's Audit Findings Report 2013/14
Cabinet Due Date: Wednesday 12 Nov 2014	Budget Monitoring 2nd Quarter 2014/15 Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring 2nd Quarter 2014/15
Cabinet Due Date: Wednesday 12 Nov 2014	Council Tax 2015 16 Collection Fund Adjustments To agree the levels of Collection Fund adjustment	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Council Tax 2015 16 Collection Fund Adjustments

Forthcoming Decisions
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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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: Wednesday 12 Nov 2014</p>	<p>Council Tax Tax Base 2015 16</p> <p>To advise Members of the information currently available on the Tax Base for 2015 16 for Council Tax purposes.</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Council Tax Tax Base 2015 16</p>
<p> Audit Committee</p> <p>Due Date: Monday 24 Nov 2014</p>	<p>Treasury Management Strategy Mid Year Performance 2014 15</p> <p>This report sets out the activities of the Treasury Management Function for 2014 15 financial year in accordance with CIPFA's Code of Practice on Treasury Management issued in November 2009.</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Treasury Management Strategy Mid Year Performance 2014 15</p>

Forthcoming Decisions
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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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Audit Committee Due Date: Monday 24 Nov 2014	Treasury Management Strategy 2015 16 To consider future Treasury Management Strategy for 2015 16		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Strategy 2015 16
Cabinet Due Date: Wednesday 17 Dec 2014	Budget Strategy 2015 16 Onwards To agree a draft Council Tax and Budget Strategy for 2015 16 Onwards	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2015 16 Onwards

Forthcoming Decisions
May 2014 – February 2015

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: Wednesday 17 Dec 2014</p> <p style="text-align: center; font-size: 2em;">54</p>	<p>Budget Strategy 2015 16 Fees & Charges</p> <p>To consider the appropriate level of fees and charges for 2015 16 for services where the Council raises income by charging the user of a service and where the setting of the fee to be charged is discretionary. The Council has adopted a policy on the setting of fees and charges to ensure that a rational approach is used that takes account of all factors and creates a result that supports the priorities set out in the strategic plan.</p>	<p>KEY Reason: Fees & Charges</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Strategy 2015 16 Fees & Charges</p>

Forthcoming Decisions
May 2014 – February 2015

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: Wednesday 11 Feb 2015</p> <p style="text-align: center; font-size: 2em;">55</p>	<p>Budget Strategy 2015 16 Onwards</p> <p>Agree proposed General Fund revenue and capital estimates for 2015 16 and revised figures for 2014 15 in accordance with the Budget Strategy and Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to Council.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Strategy 2015 16 Onwards</p>
<p>Cabinet</p> <p>Due Date: Wednesday 11 Feb 2015</p>	<p>Budget Monitoring 3rd Quarter 2014/15</p> <p>Revenue and capital budget monitoring update</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Monitoring 3rd Quarter 2014/15</p>

Forthcoming Decisions
May 2014 – February 2015

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: Wednesday 11 Feb 2015</p> <p style="text-align: center;">56</p>	<p>Treasury Management Strategy 2015 16</p> <p>Review Treasury Management for 2014 15 and consider future Treasury Management Strategy for 2015 16. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Treasury Management Strategy 2015 16</p>

Overview and Scrutiny Committee Future Work Programme Suggestions

The following lists are suggestions received from various sources as a result of a communication campaign since March 2014 as well as items rolled over from 2013-14.

The suggestions have been grouped as per the Committee Terms of Reference. However, members may have alternative views on which Committee should lead on a subject.

Some items have potential to cross more than one Committees Terms of Reference. These items will be reviewed by the Scrutiny Coordinating Committee at their meeting in July to decide if these items should be reviewed jointly

Community, Leisure Services and Environment O&S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Cabinet Member Priorities			July 2014	Cabinet Member
Review of Allocations Scheme		John Littlemore	July/Aug 2014	Neil Cole
Financial Inclusion updates on the borough wide partnership	Quarterly reports from August 2014	Ellie Kershaw	Aug 2014	Ellie Kershaw
Troubled Families project updates	Quarterly reports from August 2014	Ellie Kershaw	Aug 2014	Ellie Kershaw
Waste Strategy (Commercial opportunity)	For example: <ul style="list-style-type: none"> • Recycling • Freighter service 	David Edwards and Gary Stevenson	Summer 2014	Gary Stevenson
Crematorium Business Plan		David Edwards and Gary Stevenson	Summer 2014	Gary Stevenson
Flooding	Reviewing David Edwards' review report before it goes to Cabinet in September 2014	David Edwards	September 2014	David Edwards
Review - Accessing Mental Health Services Before the Point of Crisis	Rolled over	Rolled over	9 September 2014	Sarah Shearsmith
Housing Strategy Review		John Littlemore	February 2015	Neil Cole
Review of MKIP Shared Environmental Housing Service		John Littlemore	February 2015	
Street Population	For the Crime and Disorder Committee – ideally after the summer	Sarah Robson	February 2015	Sarah Robson
Annual Refresh of the Health Inequalities Action Plan	Rolled over	Rolled over	10 March 2015	Sarah Shearsmith
Council's Commercialisation Agenda:	Look at potentials such as: <ul style="list-style-type: none"> • Waste • Crematorium • Parks and Open Spaces 	David Edwards and Gary Stevenson		Gary Stevenson

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Addressing the needs of an ageing population	To include: <ul style="list-style-type: none"> • Information services • Dementia care • Care home provision • Loneliness • Recruiting quality care staff 	Cllr Vizzard		
Revisit the Community Toilet Scheme	To look at: <ul style="list-style-type: none"> • Is information on MBC web site? • How many organisations take part? • How many new organisations are taking part? • Potential of sponsorship • RADAR facilities 	Cllr Blackmore		John Edwards
Maternity Services for the Borough	<ul style="list-style-type: none"> • Are the new arrangements working for Maidstone? 	Cllr Grigg		
Child and Adolescent Mental Health Services in the Borough		Zena Cooke		
Health Inequalities	<ul style="list-style-type: none"> • Update listed for March 2015 – but possibility of looking at a particular area in more detail 	Zena Cooke		Sarah Shearsmith
Welfare Reforms – and the impact on housing		Zena Cooke		
Health and Wellbeing Boards	<ul style="list-style-type: none"> • Their effectiveness - What difference have they made to Maidstone? • Have they increased democratic input into strategic decisions about health and wellbeing services across Maidstone? 	Zena Cooke		
Air pollution and Noise		Cllr Grigg		

Suggestion	Further Details	Source	Suggested Date	Lead Officer
How we assess our environmental standards	<ul style="list-style-type: none"> • Fly tipping • Dog mess • Litter collection – suggestion from Parish Council • Informal advertising signs 	David Edwards Gary Stevenson Member of public via Twitter Teston Parish Council		Gary Stevenson
Gypsy and Traveller sites	The Coordinating Committee have suggested that PT&D should take the initial lead on this – further information from members is sought at the workshop.	Cllr Blackmore		Sarah Anderton
Using the South Maidstone Action for Roads and Transport (SMART) model across the Borough		Cllr Grigg		
Mobile Phone Services	Also included on PT&D and E&CD	Received via Twitter		
The Night Time Economy	Also included on E&CD list	Cllr Vizzard		
Promoting cycling, walking and public transport to ease congestions in the town		Received via Twitter		
Improving Relationships with Parish Councils	Possible link to the recommendation (SCRAIP) from 8/4/14 re Parish Charter	Cllr Grigg	TBA	TBA
Acting as the Crime and Disorder Overview and Scrutiny Committee	Meets twice per year – February and August			

Planning, Transport and Development O&S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Cabinet Member Priorities			July 2014	
Arriva Bus Service				Jeff Kitson
Advertisement control	To consider the effectiveness across the Borough	Parish Council		
Parking	With the town centre under so much pressure getting this right is crucial to the survival of businesses	Editor of Downs Mail And someone via Twitter		Jeff Kitson
Public Transport	"This is not something the Council is active on – the policy seems laissez-fare"	Editor of Downs Mail		Jeff Kitson
Traffic and Road infrastructure		Via Twitter		
Promoting cycling, walking and public transport to ease congestions in the town		Via Twitter		
Office space	Ensuring prime office space doesn't get converted to residential developments. Also included on E&CD.	Via Twitter		
Gypsy and Traveller sites	The Coordinating Committee have suggested that PT&D should take the initial lead on this – further information from members is sought at the workshop.	Cllr Blackmore Cllr McLoughlin		Sarah Anderton
Using the South Maidstone Action for Roads and Transport (SMART) model across the Borough		Cllr Grigg		
Mobile Phone Services	Also included on C,LS&E and E&CD	Received via Twitter		
Local Plan reports in preparation for the next stage – Regulation 19	Further details will be provided by officers at the 9 June PTD OSC meeting	Rolled over	TBA	Rob Jarman / Sue Whiteside
Improving the borough's sewage provision and infrastructure	Scrutiny review with Southern Water	Rob Jarman		

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Update on the paperless office pilot with parishes for planning support (minutes 15/4/14)	Rolled over from 2013/14			
Results of the further call for sites and proposed additional sites for inclusion in the Local Plan	Rolled over from 2013/14			
Update on the state of play with the Integrated Transport Strategy	Rolled over from 2013/14			
Green and Blue Infrastructure Strategy	Rolled over from 2013/14 – suggested date 19 August			
Open Space Standards (possibly including the Action Plan)	Rolled over from 2013/14 – linked to Green and Blue Infrastructure Strategy – suggested date 19 August			

Strategic Leadership and Corporate Service O&S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Use of Revenue Underspend	Rolled over	Rolled over	June 2014	Paul Riley
Annual Performance Report	Standard item		July 2014	Angela Woodhouse
KPI target for 2014-17	Standard item		July 2014	Angela Woodhouse
MKIP Joint Scrutiny with TWBC and SBC	First joint meeting to be confirmed	Rolled over	Likely to be early July	Paul Taylor / Jane Clarke
Corporate Improvement Plan	Standard six monthly item	Georgia Hawkes	July 2014 Dec 2014 / Jan 2015	Georgia Hawkes
Customer Service Improvement Strategy		Georgia Hawkes	July 2014	Georgia Hawkes
Local Council Tax Support Scheme – Options for 2015/16	Options for 2015/16	Steve McGinnes	July 2014 before Full Council in December	Steve McGinnes
Local Council Tax Support Scheme – Options for the Future	Design options for the future. To discuss and look at the initial options	Steve McGinnes	July 2014 onwards	Steve McGinnes
Discretionary Housing Payments	Report going to Cabinet in July 2014	Steve McGinnes	Could come to July meeting before Council	Steve McGinnes
Complaints	Standard item each quarter		Q4 – report and end of year report Jul/Aug 2014 Q1 – report Sept 2014 Q2 – report Dec 2014 Q3 – report Mar 2015	Sam Bailey
Policy for Discretionary Business Rate Relief	Including a suggestion to use as a tool to attract business into the town from Dawn Hudd	Steve McGinnes	August 2014	Steve McGinnes
Capital Programme Update	General update and SCRAIP update	Paul Riley	August 2014	Paul Riley
Cabinet Member Priorities			August 2014	
MKIP Planning Support Shared Service	Rolled over – customer improvement work requested by Committee in March 2014	Rolled over	September 2014	Ryan O'Connell
Equality Objectives	Rolled over – possibly a small review workshop session	Rolled over	September 2014 onwards	Clare Wood

Appendix C

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Performance Reports	Quarterly Reports – standard agenda item		Quarter 1 – September 2014 Quarter 2 – December 2014 Quarter 3 – March	Clare Wood
Council as a Business	Rolled over - An update in financial terms	Paul Riley	October 2014	Paul Riley
Budget Strategy 2015-16 Onwards – Revenue		Paul Riley	October 2014	Paul Riley
Accommodation Strategy	Rolled over from 2013-14	David Edwards	Before December 2014	David Edwards
Workforce Development Strategy	Pre decision scrutiny before decision making in Feb/Mar 2015 Suggested witnesses: Dena Smart, Head of HR Share Service David Edwards, Director of Environment and Shared Services Alison Broom, Head of Paid Service and Chief Executive	Dena Smart	Dec 2014 / Jan 2015	Dena Smart
Budget Strategy	To include - Capital, Revenue, and Fees & Charges	Paul Riley	January 2015	Paul Riley
Medium Term Financial Strategy (MTFS)	To include both Capital and Revenue	Paul Riley	January 2015	Paul Riley
Strategic Plan	Policy Framework Document	Angela Woodhouse	January 2015	Angela Woodhouse
Policy for the Use of Bankruptcy Proceedings	Rolled over	Rolled over	TBA	Steve McGinnes
New Asset Management Plan		Paul Riley	TBA	David Tibbit
Development of the new Engagement Strategy / Plans for Engaging Local Residents	Agreed by Committee in April 2014, this includes looking at plans to engage local residents in processes such as setting budgets and priorities.	Rolled over		Angela Woodhouse
Budget Monitoring	Do Committee want to receive budget monitoring information each quarter?	Paul Riley		Paul Riley
Budget Scrutiny Proposals	Rolled over – for discussion at workshop			Paul Riley
Improving Relationships with Parish Councils		Cllr Grigg	TBA	TBA

Economic and Commercial Development O&S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Draft Economic Development Strategy	Rolled over – to include survey results, possible workshop outside of Committee and interview with Shared Intelligence Consultants	Rolled over	1 July 2014	Dawn Hudd / John Foster
Events and Festivals Strategy	Rolled over – date suggested by Officers	Rolled over	29 July 2014	Dawn Hudd
Cabinet Member Priorities			July 2014	
Draft Commercialisation Strategy	Pre decision scrutiny item for consideration before Cabinet – dates to be confirmed but for scrutiny in July or August 2014. Scrutiny Coordinating committee suggested this go to ECD OSC. However in view of the cross cutting nature and links with Medium Term Financial Strategy SL&CD may also want to see this.	Rolled over	July/August 2014	Dawn Hudd / Marcus Lawler
Formation of Maidstone Culture and Leisure	Overview, outline and timeline	Dawn Hudd	July/August 2014	Dawn Hudd
Museum Forward Plan	Rolled over	Rolled over	July/August 2014	Laura Case
IT infrastructure in offices	Via Twitter	Local business		
Skills and Employability Programmes	Rolled over	Rolled over	October 2014	Abi Lewis
Follow up on the proposals for the Enterprise Hub	Rolled over – review before Cabinet Member takes a decision. Date suggested by Officers	Rolled over	Before December	Dawn Hudd
Follow up on SCRAIP for the Events Review	The Events Review / SCRAIP went to Cabinet for consideration in May 2014	Rolled Over	December 2014 / January 2015	Dawn Hudd
The Barriers to Rural Business	For example – weight restrictions on roads and the IT infrastructure	Dawn Hudd		
South East Local Enterprise Partnership	What's in it for Maidstone?	Zena Cooke		
Using the River Medway	Rolled over from 2013-14 – suggestion of charging fees for using the river	Also suggested via Twitter from two sources		
Follow up on SCRAIP for Council as a Business Review	Following discussions at SLCS Committee meeting in March this cross cutting issue was considered by Scrutiny Coordinating Committee in April and agreed ECD take a lead on this moving forward	Rolled over / Scrutiny Coordinating Committee		Paul Riley

Appendix C

Suggestion	Further Details	Source	Suggested Date	Lead Officer
The Night Time Economy	Also included on E&CD list	Cllr Vizzard		
Mobile Phone Services	Also included on PT&D and C,LS&D	Received via Twitter		
Office Space	Ensuring prime office space doesn't get converted to residential developments. Also included on PT&D.	Via Twitter		