

# AGENDA

## STRATEGIC LEADERSHIP AND CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 10 June 2014

Time: 7.30 pm

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

Venue: Town Hall, High Street, Maidstone

Membership: 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 webcast**
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 6 May 2014**

1 - 10

**Continued Over/:**

---

**Issued on 30 May 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 Christian Scade 01622 602523**. To find out more about the work of the Overview and Scrutiny Committees, please visit [www.maidstone.gov.uk/osc](http://www.maidstone.gov.uk/osc)

## MAIDSTONE BOROUGH COUNCIL

### Strategic Leadership and Corporate Services Overview and Scrutiny Committee

#### MINUTES OF THE MEETING HELD ON TUESDAY 6 MAY 2014

**Present:** Councillor Mrs Gooch (Chairman), and  
Councillors Black, Butler, Mrs Grigg, Hotson,  
D Mortimer, Nelson-Gracie and Pickett

**Also Present:** Councillors English and Moss

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

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

144. APOLOGIES

It was noted that apologies had been received from Councillor Mrs Parvin.

145. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

146. NOTIFICATION OF VISITING MEMBERS/WITNESSES

Councillor Moss attended the meeting as a witness in relation to Item 10.

Councillor English attended the meeting as a Visiting Member.

147. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

148. EXEMPT ITEMS

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

149. MINUTES OF THE MEETING HELD ON TUESDAY 1 APRIL 2014

**RESOLVED:** That the Minutes of the Meeting held on 1 April 2014 be approved as a correct record and signed.

150. MINUTES OF THE SPECIAL MEETING HELD ON TUESDAY 15 APRIL 2014

**RESOLVED:** That the Minutes of the Special Meeting held on 15 April 2014 be approved as a correct record and signed.

151. REMIT OF MID KENT SERVICES (MKS) DIRECTOR

The Committee considered the report of the new Mid Kent Services Director, Mr. Paul Taylor. Jane Clarke, the MKIP Programme Manager was also in attendance as a witness.

Mr. Taylor gave a brief outline of his work programme for the next twelve months and provided further information on his role and responsibilities. In response to questions by Members, the Mid Kent Director informed the Committee that:-

- In the past all partnership decisions had gone through Shared Cabinet Meetings. As part of that process Members of each Authority had the opportunity to call in decisions. However, he suggested that it might be helpful for Members if details of the proposed partnerships would go to Scrutiny Committees for their input prior to that decision making process. He drew comparisons with Tunbridge Wells where decisions would go to Cab Boards first, for their comments, before being fed into the Cabinet decision making process.
- In terms of developing a Communications and Engagement Strategy for Members, he had met with all three authorities and would be liaising with Communications Teams from each of the Authorities and hoped to put together a Communications and Engagement Strategy that would satisfy all stakeholders. He stated that all mediums would be used to ensure there was a continued communication link.
- In responding to a question on what partnerships were being implemented, he advised that these would be Planning Support and Environmental Health Services. These services would go through the implementation stage and a Project Team would be set up and if successful, it would then be decided by the Mid-Kent Partnership whether they should be included in the Mid-Kent Services.
- In terms of commercialisation, he stated that he classified Legal, Audit and Revenues and Benefits as mature partnerships that had the fundamental building blocks to look further afield from their existing partnerships. Mr. Taylor mentioned that Rich Clarke, the Partnership Manager for Audit would be looking at opportunities to sell services to other Kent districts and to other agencies such as the NHS.

Mr. Taylor also advised that Dawn Hudd, Head of Commercial and Economic Development and her team had been working on a commercialisation agenda for Maidstone. He intended to work with them to see if this could be developed for all Partnership Managers.

- With regard to whether he felt it would be a challenge where each authority had different governance arrangements, he advised that

the Director of Regeneration and Communities was in the process of setting up criteria for the authorities involved which would include Service Level Agreements and Shared Risk Registers and that he would report back to the MKIP Board when this work had been completed.

- With regard to how the success of the partnerships would be measured over the three authorities, he advised that one of the reasons why it had worked so well was because there had been a great deal of respect for others' differences.
- It would make sense for a core set of indicators to be developed for all authorities, but different local authorities may want different weights attached to them in order to judge how Partnership Managers were performing for their respective boroughs.

It was noted that the Chairman and Vice-Chairman were to meet with Members from Tunbridge Wells on 7 May 2014 to discuss possible areas for joint scrutiny. The Committee requested that Swale be kept informed of the outcome of the meeting and that any minutes from the meeting should be circulated to all three authorities. This was agreed by the Chairman and Vice Chairman. It was also suggested that there should be cross party representation at any future meetings.

**RESOLVED:** That the report be noted.

#### 152. THE FUTURE OF MAIDSTONE HOUSE

David Edwards, the Director of Environment and Shared Services, gave a presentation to the Committee about the future of Maidstone House. A copy is attached to these minutes as Appendix A.

Councillor Moss was also in attendance as a witness for this item.

Mr. Edwards appraised Members of the work to date of the cross party Office Accommodation Working Group and of the options considered for both short term and long term wins.

One short term win would be to vacate the first floor of Maidstone House as there was a break clause in the lease of 2016. This would affect Members and Members Services, who would need to move to one of the other floors occupied by the Council. This could accrue savings of £100,000 of annual costs and would enable the Council to sub-lease the first floor if The Mall agreed.

Another area that would be looked at would be the Gateway area in terms of reducing the space it used. However, it was explained that until Kent County Council had reached a decision on whether it would contribute to service delivery in the future, this option would be held in abeyance.

A number of strategies had been looked at by the Accommodation Working Group, including new build; buying an existing building; and

leasing.

During the discussion, reference was made to the following:

- The Council could not afford the rent for Maidstone House in the long term and it would be very difficult to sub-let any parts of it.
- Financially it made sense to self-build.
- The Council could build over public car parks, prime sites that would cost the Council nothing to buy.
- The Council would need to look at a multi-use occupation to share the burden of costs.

**RESOLVED:** That:

- (a) In view of the significant costs involved in leasing and running Maidstone House, the Committee recommended that Cabinet gives consideration to appointing a project manager, at the earliest opportunity, to enable all accommodation options (build, buy, lease) to be investigated and reported back on without delay; and
- (b) The Committee recommended that the informal, cross-party, Accommodation Working Group, should continue to meet during the 2014/15 municipal year.

#### 153. FUTURE WORK PROGRAMME

The Committee considered the future work programme.

Members were made aware of the work programme workshops to be held in June and July and details would be circulated to Members in due course.

Members were requested to consider the draft future work programme as set out in Appendix A to the Report and also the list of items that had been suggested over the past few months as set out in paragraph 3.3 of the Report.

It was noted that it had not been possible to arrange for the Committee to interview the Head of Finance and Resources about the use of revenue underspend due to time constraints. Members requested that he be invited to the June 2014 meeting of this Committee.

**RESOLVED:**

- a) That the draft future work programme, as set out in Appendix A to the report of the Senior Corporate Policy Officer, be endorsed;

- b) That the SCRAIP responses as set out in Appendix B to the report be noted;
- c) That the List of forthcoming decisions as set out in Appendix C to the report be noted; and
- d) That the Head of Finance and Resources be invited to attend the next meeting in June to discuss the Council's use of revenue underspend.

154. DURATION OF MEETING

6.30pm to 8.35pm

## **APPENDIX A**

# **Accommodation Project**

**David Edwards, Director of Environment and Shared Services**

## **Background**

There are two leases for the Gateway:

- The first for Maidstone (Stoneborough) House including floors 4,5,6 the terrace and the Gateway, the lease is until October 2023
- The second is for the first floor only, but excludes the unfinished area at the rear, and is also until October 2023 but has a break clause of October 2016.

KCC are currently undertaking a programme of reviews across Kent they started with Maidstone and Tenterden gateways. KCC are assessing the offer at each gateway and the value of the gateway to KCC.

Working groups were set up to consider next steps for the gateway and Maidstone House.



## Accommodation Working Group

What do we know? what do we need to know? What are the concerns? what are risks? what are the benefits? What are the opportunities?

- What do we look like now? Staffing, space,
- What are we going to look like? Setting our blueprint
- What are our options? Opportunities to lease and land ownership
- What are others doing? – visits and research
- Who might want to do something with us?

	Floor 1	Floor 4	Floor 5	Floor 6	Gateway	Terrace	Totals m2	short term changes m2	long term changes m2	Final total m2
Workspace	51	515	569	643	65	0	1843		1600	1600
Circulation	38	224	196	182	86	30	756		600	600
Training	0	87	0	0	0	0	87			87
Meeting	0	62	29	141	81	105	418		355	355
Break Out	0	29	29	29	0	170	257		120	120
WC	0	0	0	0	46	28	74			74
Storage	33	131	166	26	5	0	361	310	270	270
Print / Stationary	14	24	Inc	11	0	0	49			49
Post Room	0	0	103	0	0	0	103			103
Amenity	11	10	10	10	35	12	88			88
First Aid Room	0	0	10	0	0	0	10			10
IT	6	6	3	44	8	11	78			78
Public Areas	0	0	0	0	430	0	430		215	215
Vacant	222	0	0	0	0	0	222	111	0	0
Members	95	0	0	0	0	0	95			95
Totals m2	470	1088	1117	1086	756	356	4873	421	3160	3746

## Short and long term wins

### Short Term Wins

- Reducing space required – storage, multi use areas, desk booking technology and hot desking
- Releasing space on first floor

### Long Term Wins

- Reduce cost of accommodation
- More flexible working for staff
- Income generation
- Support digital first approach to customer service delivery

## Strategy

- Build
  - Regeneration opportunities
  - Mixed use development
- Buy
  - Renovation opportunities
  - Existing property availability
- Lease
  - Quality and availability

## Gateway update

- It is likely that KCC will exercise the break clause at 2016
- A project team has been formed in KCC
- project manager has been appointed for Maidstone
- It is planned to work together jointly address the future accommodation and the face to face service

## Next Steps

- Lessons learnt and options – Aylesbury Vale
- Identification and implementation of 'quick wins'
- Explore options to appoint a project manager
- Undertake further business intelligence and risk assessment
- Regular review of accommodation blueprint

## Views On Direction

**Maidstone Borough Council**  
**Strategic Leadership and Corporate Services**  
**Overview and Scrutiny Committee**  
**Tuesday 10 June 2014**  
**Future Work Programme**

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 questions.

Questions I would like to ask regarding this report:

- 
- 
- 
- 
-

## **Maidstone Borough Council**

### **Strategic Leadership and Corporate Services Overview and Scrutiny Committee**

**Tuesday 10 June 2014**

#### **Future Work Programme**

**Report of:** Christian Scade, Senior Corporate Policy Officer

#### **1. Introduction**

- 1.1 At their meeting of 23 April 2014 the Scrutiny Coordinating Committee<sup>1</sup> 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, subject to further discussions with Tunbridge Wells Borough Council and Swale Borough Council, the Committee agrees to hold a collocated simultaneous meeting in early July 2014 to consider the

---

<sup>1</sup> 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.

issues highlighted in section 8 of this report in relation to scrutinising the Mid Kent Improvement Partnership.

- 2.4 That the Committee considers their development needs for the coming year to enhance the work of their FWP and review topic.
- 2.5 That Committee notes the terms of reference for this Committee, attached as **Appendix A**, when making their decisions.
- 2.6 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.

### 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 Mid Kent Improvement Partnership – Scrutiny Options**

- 8.1 Throughout the 2013/14 Municipal Year the Committee reviewed and scrutinised a number of issues in relation to the Mid Kent Improvement Partnership (MKIP).
- 8.2 In November, the MKIP Partnership Manager gave a presentation to Committee setting out what MKIP had achieved since its inception, its current work programme and objectives for the future.
- 8.3 In February, the Committee considered a report from the Interim Environmental Health Shared Service Manager outlining the design for the two-site model of operation of the Mid Kent Environmental Health Shared Service.
- 8.4 In addition, to ensure Members remained up-to-date, and engaged, with the MKIP programme, the Committee called a special meeting in April. This was to consider areas of work the Committee may like to feed into over the next twelve months and to gain a better understanding of various work streams. This was followed up, in May, with a question and answer session with the newly appointed Mid Kent Services Director.
- 8.5 During these meetings Committee Members raised a number of questions relating to:
- Governance arrangements;
  - Seeking clarity on the role of O&S to be able to scrutinise decisions of the MKIP Management Board, if it so wishes;
  - The objectives of the Mid Kent Services Director in their twelve month trial and how these would be measured;
  - Communication and engagement;
  - Performance management / monitoring.
- 8.6 Following the Committee meeting in May, the Chairman and Vice Chairman of the Committee met with Tunbridge Wells Borough Council and were interested to hear that their scrutiny members had raised similar questions. The Chairman also made contact with the Scrutiny Chairman at Swale.

- 8.7 In view of these developments it would be possible for a working group to be set up to look at these issues in more detail with Tunbridge Wells and Swale.
- 8.8 The Committee is recommended to consider these issues and agree a way forward.

## **9 List of Forthcoming Decisions**

- 9.1 The List of Forthcoming Decisions (**Appendix B**) is a live document containing all key and non-key decisions.
- 9.2 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?RPIId=443&RD=0>

## **10 Alternative Action and why not Recommend**

- 10.1 None

## **11 Impact on Corporate Objectives**

- 11.1 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.
- 11.2 This Committee will consider reports that deliver against the following Council priority:
- 'Corporate and Customer Excellence'

## **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.

## **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.

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

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

#### 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.





# LIST OF FORTHCOMING DECISIONS

# List of Forthcoming Decisions

## INTRODUCTION

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

## KEY DECISIONS

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

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

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

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

Each entry identifies, for that “key decision” –

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

## List of Forthcoming Decisions

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

### EXECUTIVE DECISIONS

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

### DECISIONS WHICH THE CABINET INTENDS TO MAKE IN PRIVATE

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

25 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](mailto: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](http://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](http://www.maidstone.gov.uk)) where you can submit a question to the Leader of the Council. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

# List of Forthcoming Decisions

## WHO ARE THE CABINET?



© 2011 Kent Messenger

**Councillor Christopher Garland**  
Leader of the Council  
[christophergarland@maidstone.gov.uk](mailto:christophergarland@maidstone.gov.uk)  
Tel: 07903 113571



© 2011 Kent Messenger

**Councillor Stephen Paine**  
Cabinet Member for Planning, Transport and Development  
[stephenpaine@maidstone.gov.uk](mailto:stephenpaine@maidstone.gov.uk)  
Tel: 07906 271325



**Councillor Malcolm Greer**  
Cabinet Member for Economic and Commercial Development (also Deputy Leader)  
[malcolmgreer@maidstone.gov.uk](mailto:malcolmgreer@maidstone.gov.uk)  
Tel: 01634 862876



© 2011 Kent Messenger

**Councillor Marion Ring**  
Cabinet Member for Environment  
[marionring@maidstone.gov.uk](mailto:marionring@maidstone.gov.uk)  
Tel: 01622 686492



**Councillor Brian Moss**  
Cabinet Member for Corporate Services  
[brianmoss@maidstone.gov.uk](mailto:brianmoss@maidstone.gov.uk)  
Tel: 01622 761998



© 2011 Kent Messenger

**Councillor John A Wilson**  
Cabinet Member for Community and Leisure Services  
[johnawilson@maidstone.gov.uk](mailto:johnawilson@maidstone.gov.uk)  
Tel: 01622 720989

### List of Forthcoming Decisions

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
<b>Cabinet</b> 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 <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Annual Performance Report
<b>Cabinet</b> Due Date: Wednesday 11 Jun 2014	Accommodation Project (SCRAIP)  Cabinet to consider the recommendations arising from 6 May SLCS OSC meeting.		Christian Scade <a href="mailto:christianscade@maidstone.gov.uk">christianscade@maidstone.gov.uk</a>	Public	Accommodation Project (SCRAIP)
<b>Cabinet</b> 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 <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Business Rates Reoccupation Relief

Forthcoming Decisions  
May 2014 - September 2014

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>
<b>Cabinet Member for Corporate Services</b>  Due Date: Thursday 12 Jun 2014	Discretionary Housing Payment  Future policy for the award of discretionary housing payments.		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Discretionary Housing Payment
<b>Cabinet Member for Corporate Services</b>  Due Date: Thursday 12 Jun 2014 28	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 <a href="mailto:sheilacoburn@maidstone.gov.uk">sheilacoburn@maidstone.gov.uk</a>	Public	Council Tax, Business Rates and Housing Benefits Overpayments write offs

Forthcoming Decisions  
May 2014 - September 2014

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><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: Thursday 12 Jun 2014</p> <p>29</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 <a href="mailto:sheilacoburn@maidstone.gov.uk">sheilacoburn@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Bankruptcy Policy for Council Tax and Business Rates Debt</p>
<p><b>Leader of the Council</b></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 <a href="mailto:clarewood@maidstone.gov.uk">clarewood@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Data Quality Policy Review 2013 Data Quality Policy Review 2013</p>

Forthcoming Decisions  
May 2014 - September 2014

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><b>Cabinet Member for Planning, Transport and Development</b></p> <p>Due Date: Friday 20 Jun 2014</p> <p style="text-align: right; font-size: 2em;">30</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 <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Coxheath Neighbourhood Plan</p>
<p><b>Cabinet Member for Community and Leisure Services</b></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 &amp; Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a></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 - September 2014

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><b>Cabinet Member for Economic and Commercial Development</b></p> <p>Due Date: Friday 20 Jun 2014</p> <p>31</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 <a href="mailto:dawnhudd@maidstone.gov.uk">dawnhudd@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018</p>
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: Friday 20 Jun 2014</p>	<p>Homelessness Strategy 2014-19</p> <p>Adoption of a new Homelessness Startegy.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing &amp; Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Homelessness Review - January 2014 Homelessness Strategy 2014-19 Appendix 1: Draft Homelessness Strategy 2014-19</p>
<p><b>Cabinet Member for Corporate Services</b></p> <p>Due Date: Friday 20 Jun 2014</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 <a href="mailto:lucystroud@maidstone.gov.uk">lucystroud@maidstone.gov.uk</a></p>	<p>Private because of commercially sensitive information.</p>	<p>Lease of Giddyhorn Lane Tennis Courts</p>

Forthcoming Decisions  
May 2014 - September 2014

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><b>Cabinet Member for Community and Leisure Services</b></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 &amp; Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Cabinet Report New Code of Practice on the use of surveillance cameras</p>
<p><b>Cabinet</b></p> <p>Due Date: Wednesday 9 Jul 2014</p>	<p>Budget Strategy 2015 16 Onwards</p> <p>To give initial consideration to a Budget Strategy for 2015 16 and beyond.</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Budget Strategy 2015 16 Onwards</p>
<p><b>Cabinet</b></p> <p>Due Date: Wednesday 9 Jul 2014</p>	<p>Annual Governance Statement</p> <p>To agree the Annual Governance Statement for 2013/14</p>	<p>KEY Reason: Policy Framework Document</p>	<p>Angela Woodhouse, Head of Policy and Communications <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Annual Governance Statement</p>

Forthcoming Decisions  
May 2014 - September 2014

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>
<b>Cabinet</b>  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 <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Local Code of Corporate Governance
<b>Cabinet</b>  Due Date: Wednesday 9 Jul 2014	Maidstone Enterprise Hub  Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek <a href="mailto:karenfrank@maidstone.gov.uk">karenfrank@maidstone.gov.uk</a>	Public	Maidstone Enterprise Hub
<b>Audit Committee</b>  Due Date: Monday 14 Jul 2014	Statement of Accounts 2013/14  Draft Statement 2013/14		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Statement of Accounts 2013/14
<b>Audit Committee</b>  Due Date: Monday 14 Jul 2014	External Audit Fee 2014/15  External Audit Fee 2014/15		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	External Audit Fee 2014/15

Forthcoming Decisions  
May 2014 - September 2014

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>
<b>Audit Committee</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Performance 2014 15
<b>Audit Committee</b>  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 <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Local Code of Corporate Governance
<b>Audit Committee</b>  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 <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Annual Governance Statement

Forthcoming Decisions  
May 2014 - September 2014

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>
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring - 1st Quarter 2014/15
<b>Audit Committee</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	External Auditor's Audit Findings Report 2013/14
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring 2nd Quarter 2014/15
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Council Tax 2015 16 Collection Fund Adjustments

Forthcoming Decisions  
May 2014 - September 2014

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><b>Cabinet</b></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 &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Council Tax Tax Base 2015 16</p>
<p><b>Audit Committee</b></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 &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Treasury Management Strategy Mid Year Performance 2014 15</p>

Forthcoming Decisions  
May 2014 - September 2014

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>
<b>Audit Committee</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy 2015 16
<b>Cabinet</b>  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 <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2015 16 Onwards

Forthcoming Decisions  
May 2014 - September 2014

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><b>Cabinet</b></p> <p>Due Date: Wednesday 17 Dec 2014</p> <p style="text-align: center;">38</p>	<p>Budget Strategy 2015 16 Fees &amp; 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 &amp; Charges</p>	<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Budget Strategy 2015 16 Fees &amp; Charges</p>



Forthcoming Decisions  
May 2014 - September 2014

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><b>Cabinet</b></p> <p>Due Date: Wednesday 11 Feb 2015</p> <p style="text-align: center; font-size: 2em;">69</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 &gt; £250,000</p>	<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Budget Strategy 2015 16 Onwards</p>
<p><b>Cabinet</b></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 &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Budget Monitoring 3rd Quarter 2014/15</p>

Forthcoming Decisions  
May 2014 - September 2014

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><b>Cabinet</b></p> <p>Due Date: Wednesday 11 Feb 2015</p> <p style="text-align: center; font-size: 2em;">40</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 &gt; £250,000</p>	<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></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&amp;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"> <li>• Recycling</li> <li>• Freighter service</li> </ul>	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"> <li>• Waste</li> <li>• Crematorium</li> <li>• Parks and Open Spaces</li> </ul>	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"> <li>• Information services</li> <li>• Dementia care</li> <li>• Care home provision</li> <li>• Loneliness</li> <li>• Recruiting quality care staff</li> </ul>	Cllr Vizzard		
Revisit the Community Toilet Scheme	To look at: <ul style="list-style-type: none"> <li>• Is information on MBC web site?</li> <li>• How many organisations take part?</li> <li>• How many new organisations are taking part?</li> <li>• Potential of sponsorship</li> <li>• RADAR facilities</li> </ul>	Cllr Blackmore		John Edwards
Maternity Services for the Borough	<ul style="list-style-type: none"> <li>• Are the new arrangements working for Maidstone?</li> </ul>	Cllr Grigg		
Child and Adolescent Mental Health Services in the Borough		Zena Cooke		
Health Inequalities	<ul style="list-style-type: none"> <li>• Update listed for March 2015 – but possibility of looking at a particular area in more detail</li> </ul>	Zena Cooke		Sarah Shearsmith
Welfare Reforms – and the impact on housing		Zena Cooke		
Health and Wellbeing Boards	<ul style="list-style-type: none"> <li>• Their effectiveness - What difference have they made to Maidstone?</li> <li>• Have they increased democratic input into strategic decisions about health and wellbeing services across Maidstone?</li> </ul>	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"> <li>• Fly tipping</li> <li>• Dog mess</li> <li>• Litter collection – suggestion from Parish Council</li> <li>• Informal advertising signs</li> </ul>	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		

## Planning, Transport and Development O&amp;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-faire"	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 Issues	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		

## Strategic Leadership and Corporate Service O&amp;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**

<b>Suggestion</b>	<b>Further Details</b>	<b>Source</b>	<b>Suggested Date</b>	<b>Lead Officer</b>
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&amp;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**

<b>Suggestion</b>	<b>Further Details</b>	<b>Source</b>	<b>Suggested Date</b>	<b>Lead Officer</b>
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		