

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

**1 January 2010 to
30 April 2010**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan January 2010 - April 2010

INTRODUCTION

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

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

Each entry identifies, for that "key decision" –

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

DEFINITION OF A KEY DECISION

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

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

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WHO MAKES DECISIONS?

The Cabinet collectively makes some of the decisions at a public meeting and individual portfolio holders make decisions following consultation with every member of the Council. In addition, Officers can make key decisions and an entry for each of these will be included in the Forward Plan.

WHO ARE THE CABINET?



Councillor Christopher Garland

Leader of the Council

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Councillor Mark Wooding

Cabinet Member for Environment

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Councillor Marion Ring

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Councillor Brian Moss

Cabinet Member for Leisure and Culture

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Councillor Richard Ash

Cabinet Member for Corporate Services

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Councillor Malcolm Greer

Cabinet Member for Regeneration

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HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

The Council encourages and welcomes anyone wishing to express his or her views about decisions the Cabinet plans to make. This can be done by writing directly to the appropriate Officer or Cabinet Member (the details of which are shown for each decision to be made).

Alternatively, the Cabinet are contactable via our [website](#) where you can submit a question to the Leader of the Council or any Cabinet Member on-line. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

Cabinet Roadshows are held 3 times a year in different wards. This is an opportunity for you to meet the Cabinet Members direct and discuss any issues that may concern you.

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Decision Maker, Date of Decision/Month in which decision will be made and, if delayed, reason for delay:	Title of Report and Brief Summary of Decision to be made:	Consultees and Method:	Contact Officer and deadline for submission of enquiries:	Relevant Documents:
<p>Cabinet</p> <p>Due Date: 10 Feb 2010</p>	<p>The Best Value Review of Waste and Recycling Implementation Plan</p> <p>To consider the proposed action and time frames for the implementation of options and minor recommendations from the Best Value Review of Waste and Recycling Options Report</p>	<p>Consultation will be undertaken with Key officers through a series of meetings</p>	<p>Anna Collier</p> <p>19 January 2010</p>	<p>Best Value Review of Waste and Recycling Scoping report</p> <p>Best Value Review of Waste and Recycling Options report</p>
<p>Cabinet</p> <p>Due Date: 10 Feb 2010</p>	<p>Maidstone 2020 Sustainable Community Strategy (SCS) performance report</p> <p>To report performance on the objectives indicators and targets in the SCS.</p>		<p>Jim Boot, Community Planning co-ordinator</p> <p>21 January 2010</p>	<p>Maidstone 2020 Sustainable Community Strategy</p>

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<p>Cabinet</p> <p>Due Date: 10 Feb 2010</p>	<p>Budget Strategy 2010/11 onwards</p> <p>Agree proposed General Fund revenue and capital estimates for 2010/11 and revised figures for 2009/10, in accordance with the Budget Strategy and the medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to the Council.</p>	<p>Based on Budget Consultation Strategy</p>	<p>Paul Riley, Head of Finance</p> <p>18 January 2010</p>	<p>Budget Strategy</p> <p>Statement of Balances</p> <p>Medium Term Financial Strategy and Projection</p>

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<p>Cabinet</p> <p>Due Date: 10 Feb 2010</p>	<p>Treasury Management Strategy 2010/11</p> <p>Review Treasury Management for 2009/10 and consider future Treasury Management Strategy for 2010/11. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.</p>		<p>Paul Riley, Head of Finance</p> <p>18 January 2010</p>	<p>Report only</p>

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<p>Cabinet</p> <p>Due Date: 10 Feb 2010</p>	<p>Strategic Plan 2009-12, 2010 update</p> <p>Following consultation to agree the final copy of the Strategic Plan 2009-12 2010 update prior to Council</p>	<p>Consultation will have been undertaken on the draft version and fed into the final copy</p>	<p>Anna Collier, Georgia Hawkes, Policy and Performance Manager</p> <p>2 February 2010</p>	<p>Strategic Plan 2007-10</p> <p>Strategic Plan 2008-11</p> <p>Strategic Plan 2009-12</p> <p>Best Value Performance Plan 2009-12</p> <p>Strategic Planning Process – Report to Cabinet August 2009</p> <p>Draft Strategic Plan 2009-12 2010 update</p>

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<p>Cabinet Member for Community Services</p> <p>Due Date: Before 29 Jan 2010</p>	<p>Hotfoot Review/ Fees and Charges for 2010</p> <p>To review the Council's current playscheme provision and to set fees and charges in respect of it for 2010</p>	<p>Consultation with Environment and Leisure Overview and Scrutiny Committee (to follow)</p>	<p>Kate Pomphrey</p> <p>8 January 2010</p>	<p>Reports on previous fees and charges for the Hotfoot playscheme</p> <p>Overview and Scrutiny Response to Fees and Charges proposals for 2009.</p>
<p>Cabinet Member for Environment</p> <p>Due Date: Before 28 Feb 2010</p>	<p>Food Safety Plan and Environmental Health Enforcement Policy</p> <p>The purpose of the report is to provide information on food safety enforcement activity and present a plan of work for 2010/11.</p>	<p>Food Safety Plan and Enforcement Policy developed on the basis of feedback from businesses. Draft Plan to be made available on the Council's website.</p>	<p>Rod Dearling</p> <p>5 February 2010</p>	<p>Previous Food Safety Plan and Enforcement Policy</p>

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<p>Cabinet Member for Environment</p> <p>Due Date: Before 31 Mar 2010</p> <p>The draft Contaminated Land Strategy is scheduled for review by Overview & Scrutiny on the 26 January 2010. Moving the Forward Plan Entry will give officers time to make any necessary amendments before preparing the report to the Cabinet Member</p> <p>Original Date: 30 Oct 2009</p>	<p>Review of Contaminated Land Strategy</p> <p>To update and amend the current Contaminated Land Strategy</p>	<p>Direct consultation with identified statutory consultees.</p>	<p>John Newington</p> <p>26 February 2010</p>	<p>Contaminated land strategy 2001</p> <p>Environment Act 1995</p> <p>Environmental Protection Act 1990 Part IIA</p>

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<p>Cabinet Member for Leisure and Culture</p> <p>Due Date: Before 29 Jan 2010</p>	<p>Pantomime Provider for the Hazlitt Arts Centre 2010-2012</p> <p>To decide on a pantomime provider for the Hazlitt Arts Centre for 3 years commencing 2010</p>	<p>Procurement procedures, ITT questionnaires, visits and interview</p>	<p>Mandy Hare, Theatre and Events Manager</p> <p>8 January 2010</p>	<p>Procurement evaluation sheets</p>
<p>Cabinet Member for Leisure and Culture</p> <p>Due Date: Before 29 Jan 2010</p> <p>New format was to be used and additional information to be considered</p> <p>Original Date: 30 Nov 2009</p>	<p>Market Services - Fees and Charges 2010/11</p> <p>To consider the revised Fees & Charges for the Maidstone Market at Lockmeadow.</p>	<p>Review of local/regional market providers, customer surveys, and local market competition</p>	<p>Tim Jefferson, Leisure Management Officer</p> <p>8 January 2010</p>	<p>Fees & Charges 2009/10</p>

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<p>Cabinet Member for Leisure and Culture</p> <p>Due Date: Before 29 Jan 2010</p> <p>Additional information being gathered</p> <p>Original Date: 30 Nov 2009</p>	<p>Bereavement Services - Fees and Charges 2010/11</p> <p>To review fees and charges and set new rates for 2010/2011</p>	<p>Review of national fee charges and local market competition</p>	<p>Tim Jefferson, Leisure Management Officer</p> <p>11 January 2010</p>	<p>None.</p>