

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

**1 April 2011 to
31 July 2011**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan April 2011 - July 2011

INTRODUCTION

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

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

Each entry identifies, for that “key decision” –

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

DEFINITION OF A KEY DECISION

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

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

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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 Ben Sherreard

Cabinet Member for Environment

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Councillor Marion Ring

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Councillor John A Wilson

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Councillor Richard Ash

Cabinet Member for Leisure and Culture

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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: |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------------------------|
| Cabinet Due Date: 13 Apr 2011 | Climate Change Framework Presents the Climate Change Framework for Adoption by the Cabinet | | John Littlemore, Head of Housing & Community Safety 18/02/2011 | Cabinet, Council or Committee Report for Climate Change Framework |
| Cabinet Due Date: 13 Apr 2011 | Carbon Management Plan To consider the Carbon Management Plan | Carbon Management Programme Board Carbon Management Team Corporate Management Team Environment Corporate Management Team Overview | John Littlemore, Head of Housing & Community Safety 11 February 2011 | Cabinet, Council or Committee Report for Carbon Management Plan |
| Cabinet Due Date: 13 Apr 2011 | Information Strategy 2011 - 2014 The Information Strategy is a rolling 3 year programme, updated annually. | Management team, Heads of Service, Unit Managers, Councillors Management Team, Service review meetings, SMT | David Lindsay, Head of IT Services March 2011 | Cabinet, Council or Committee Report for Information Strategy 2011 - 2014 |

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| Cabinet Due Date: 13 Apr 2011 | Housing Strategy 2011-15 The Housing Strategy is part of the Council's Policy Framework. It will decide how housing is developed in Maidstone for the next 5 years | All partners & stakeholders & general public Website Stakeholder, partner and public consultation | John Littlemore, Head of Housing & Community Safety 28 February 2011 | Cabinet, Council or Committee Report for Housing Strategy 2010-15 |
| Cabinet Due Date: 18 May 2011 | Core Strategy 2006-2026: Public Participation Draft The Core Strategy Development Plan Document will set out the spatial vision and strategy for the future development of Maidstone borough to 2026. This is a draft document for public consultation, to seek views on the Council's preferred strategy from local residents, businesses and other interested parties. | Stakeholders, Member workshops, LDDAG and Leisure and Prosperity Overview and Scrutiny Committee Internal and external stakeholder consultations to develop the draft Core Strategy for public consultation. Following consideration of the representations received, a further round of public consultation will be undertaken. | David Edwards, Director of Change, Planning and the Environment 10 April 2011 | Cabinet, Council or Committee Report for Core Strategy 2006-2026: Public Consultation Draft |

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| Cabinet Due Date: 18 May 2011 | Performance Plan 2011-14 Update on previous year's performance and set targets for KPIs for next four years | | Angela Woodhouse, Head of Change and Scrutiny 31/03/2011 | Cabinet, Council or Committee Report for Performance Plan 2011-14 |
| Cabinet Due Date: 18 May 2011 | Annual Governance Statement - Cabinet To agree the Annual Governance Statement for 2010/11 | Management Team Heads of Service Members Internal Communication/report to Management Team | Paul Riley, Head of Finance & Customer Services 29 April 2011 | Cabinet, Council or Committee Report for Annual Governance Statement - Cabinet |
| Cabinet Due Date: 8 Jun 2011 | Annual Performance Plan Report previous years performance and set targets for next three years. | | Angela Woodhouse, Head of Change and Scrutiny 30/04/2011 | Cabinet, Council or Committee Report for Annual Performance Plan |

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| Cabinet Due Date: 13 Jul 2011 | Budget Strategy 2012/13 Onwards To give initial consideration to a Budget Strategy for 2012/13 and beyond. | Management Team Heads of Service Members Internal communication/report to Management Team | Paul Riley, Head of Finance & Customer Services Internal communication by 30 June 2011 | Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards |
| Cabinet Member for Corporate Services Due Date: Apr 2011 | Energy Purchasing Options To consider the options for energy purchasing from October 2012 | Management Team Management Team | David Tibbit 31 Jan 2011 | Cabinet Member Report for Energy Purchasing Options |
| Cabinet Member for Environment Due Date: Apr 2011 | Fees and Charges for Private Water Sampling 2011/2012 To agree Environmental Health Fees and Charges for the period 2011/2012 | Cabinet member and Management Team Internal Consultation | Steve Wilcock 15/03/11 | Cabinet Member Report for Fees and Charges for Private Water Sampling 2011/2012 |

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| Cabinet Member for Leisure and Culture Due Date: Apr 2011 | Maidstone Local Bio Diversity Action Plan To approve the above plan | Public On Parks Pages for consultation and MBC consultation portal | Jason Taylor, Parks and Open Spaces Officer 25/02/2011 | Cabinet Member Report for Maidstone Local Bio Diversity Action Plan |
| Cabinet Member for Regeneration Due Date: Apr 2011 | Private Sector Housing - Housing assistance programme Review of the existing Housing Assistance programme, and to agree a future Housing Assistance programme from April 2011 | Key stakeholders meetings | Stuart White 25th Feb 2011 | Cabinet Member Report for Private Sector Housing - Housing assistance programme |