

# **MAIDSTONE BOROUGH COUNCIL**

# **FORWARD PLAN**

**1 August 2011 to  
30 November 2011**

**Councillor Christopher Garland  
Leader of the Council**



## **Forward Plan August 2011 - November 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 Marion Ring**  
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**Councillor Malcolm Greer**  
Cabinet Member for Economic Development and  
Transport (also Deputy Leader)  
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**Councillor John A Wilson**  
Cabinet Member for Community and Leisure Services  
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**Councillor Eric Hotson**  
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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. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

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<b>Decision Maker, Date of Decision/Month in which decision will be made and, if delayed, reason for delay:</b>	<b>Title of Report and Brief Summary of Decision to be made:</b>	<b>Consultees and Method:</b>	<b>Contact Officer and deadline for submission of enquiries:</b>	<b>Relevant Documents:</b>
<p><b>Cabinet</b></p> <p>Due Date: 10 Aug 2011</p>	<p>Core Strategy Public Participation Draft</p> <p>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.</p>	<p>Stakeholders, Member workshops, LDDAG and Leisure and Prosperity Overview and Scrutiny Committee</p> <p>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.</p>	<p>David Edwards, Director of Change, Planning and the Environment</p> <p>10 April 2011</p>	<p>Cabinet, Council or Committee Report for Core Strategy 2006-2026: Public Consultation Draft</p>
<p><b>Cabinet</b></p> <p>Due Date: 10 Aug 2011</p>	<p>Budget Strategy 2012/13 Onwards</p> <p>To give initial consideration to a Budget Strategy for 2012/13 and beyond.</p>	<p>Management Team Heads of Service Members Internal communication/report to Management Team</p>	<p>Paul Riley, Head of Finance &amp; Customer Services</p> <p>Internal communication by 30 June 2011</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards</p>

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<p><b>Cabinet</b></p> <p>Due Date: 10 Aug 2011</p>	<p>Complaints Policy</p> <p>The Council's complaints policy is required to be updated annually it was last reviewed in 2008</p>	<p>Customers, Staff and Scrutiny Customer Feedback - web and focus group Consultation with Managers and Staff Corporate Services Overview and Scrutiny Committee Review</p>	<p>Angela Woodhouse, Head of Change and Scrutiny</p> <p>31 July 2011</p>	<p>Cabinet, Council or Committee Report for Complaints Policy</p>
<p><b>Cabinet</b></p> <p>Due Date: 10 Aug 2011</p>	<p>Communications and Engagement Strategy</p> <p>A review of the Council's communications and engagement strategy to update it in light of the Council's new Strategic Plan and priorities and medium term financial strategy</p>	<p>The project group has analysed many consultations including the Best Councils Survey and Place Survey. The review has been undertaken as a corporate project led by officer working groups and overseen by Corporate Management Team acting as Corporate Project Board.</p>	<p>Roger Adley, Head of Communications</p> <p>29 July 2011</p>	<p>Cabinet, Council or Committee Report for Communications and Engagement Strategy</p>

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<p><b>Cabinet</b></p> <p>Due Date: 10 Aug 2011</p>	<p>Procurement of revised Gypsy and Traveller Accommodation Assessment</p> <p>An assessment of gypsy and traveller accommodation is required to ensure that the level of pitch provision contained in the Core Strategy is correct and backed by a sound evidence base. The existing GTAA has been declared unfit for purpose and Counsel have advised that this piece of work is carried out as soon as possible.</p>	<p>Internal officer consultees include R Jarman, Head of Development Management, J Littlemore, Head of Housing The Brief for Consultants will be put to Cabinet for approval prior to appointment</p>	<p>Flo Churchill</p> <p>via email to Flo Churchill by 1st August 2011</p>	<p>Cabinet, Council or Committee Report for Procurement of revised Gypsy and Traveller Accommodation Assessment</p>
<p><b>Cabinet</b></p> <p>Due Date: 10 Aug 2011</p>	<p>Review of Neighbourhood Forums</p> <p>To review the future of Neighbourhood Forums following conclusion of the one year pilot scheme.</p>	<p>County, Borough and Parish Members Public Website survey and letters requesting feedback from all Councillors Comment Forms &amp; Q&amp;A undertaken at Forum meetings</p>	<p>Neil Harris, Head of Democratic Services</p> <p>15 July 2011</p>	<p>Cabinet, Council or Committee Report for Review of Neighbourhood Forums</p>

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<p><b>Cabinet</b></p> <p>Due Date: 14 Sep 2011</p>	<p>Tendering Strategy - Waste and recycling contract from 2013</p> <p>This report considers options for the tendering of the new contract for waste and recycling from 2013.</p>	<p>Cabinet members</p>	<p>Steve Goulette, Assistant Director of Environment &amp; Regulatory Services</p> <p>Letter e mail</p>	<p>Cabinet, Council or Committee Report for Tendering Strategy - Waste and recycling contract form 2013</p>
<p><b>Cabinet</b></p> <p>Due Date: 14 Sep 2011</p>	<p>ICT Partnership</p> <p>Report detailing the business case for a MKIP ICT shared service/partnership</p>	<p>Staff, Heads of Service, Members Questionnaire</p>	<p>David Lindsay, Head of IT Services</p> <p>31/7/2011</p>	<p>Cabinet, Council or Committee Report for ICT Partnership</p>
<p><b>Cabinet</b></p> <p>Due Date: 14 Sep 2011</p> <p>Original Date: 15 Jun 2011</p>	<p>Data Quality Policy</p> <p>To agree the revised data quality policy</p>	<p>Members &amp; unit mgrs OSC</p>	<p>Angela Woodhouse, Head of Change and Scrutiny</p> <p>07/062011</p>	<p>Cabinet, Council or Committee Report for Data Quality Policy</p>



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<p><b>Cabinet</b></p> <p>Due Date: 21 Dec 2011</p>	<p>Budget Strategy 2012/13 Onwards</p> <p>To agree a draft Council Tax and Budget Strategy for 2012/13 onwards.</p>	<p>Management Team Heads of Service Members Internal - Management Team External - Options as agreed by Cabinet in August 2010</p>	<p>Paul Riley, Head of Finance &amp; Customer Services</p> <p>25 November 2011</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards - Cabinet</p>
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: Aug 2011</p>	<p>Private Sector Housing - Housing assistance programme</p> <p>Review of the existing Housing Assistance programme, and to agree a future Housing Assistance programme from April 2011</p>	<p>Key stakeholders meetings</p>	<p>John Littlemore, Head of Housing &amp; Community Safety</p> <p>21/03/2011</p>	<p>Cabinet Member Report for Private Sector Housing - Housing assistance programme</p>

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<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: Oct 2011</p>	<p>CCTV Monitoring - Contract Award</p> <p>To award the tender for the CCTV Monitoring contract</p>	<p>None specifically, though key stakeholders have already been consulted. Tender process follows procurement procedures and cannot be consulted on. However, comments on the report will be welcome. Please note that extensive consultation with key stakeholders was carried out prior to taking the decision to go to tender.</p>	<p>John Littlemore, Head of Housing &amp; Community Safety</p> <p>20/10/11</p>	<p>Cabinet Member Report for CCTV Monitoring - Contract Award</p>

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<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: Nov 2011</p>	<p>Community Development Strategy 2011 to 2016</p> <p>The Community Development Strategy for Maidstone Borough is a key strategic planning and delivery document for the Maidstone borough as set out in the council's new Strategic Plan 2011-2015.</p>	<p>Maidstone Local Strategic Partnership Voluntary Action Maidstone Kent County Council Kent Youth Service Kent Children's Service Arts Council England NHS West Kent Kent Children's Fund Local Network Urban and rural communities within Maidstone Borough Colleagues in other district councils within Kent Maidstone Youth Forum Switch Youth Café Draft report will be made available to councillors and key partners to give their views.</p>	<p>Sarah Robson</p> <p>15/04/2011</p>	<p>Cabinet Member Report for Community Development Strategy 2011 to 2016</p>

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<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: Nov 2011</p> <p>Original Date: 1 Jun 2011</p>	<p>Maidstone Local Bio Diversity Action Plan</p> <p>To approve the above plan</p>	<p>Public On Parks Pages for consultation and MBC consultation portal</p>	<p>Jason Taylor, Parks and Open Spaces Officer</p> <p>25/02/2011</p>	<p>Cabinet Member Report for Maidstone Local Bio Diversity Action Plan</p>