

# **MAIDSTONE BOROUGH COUNCIL**

## **FORWARD PLAN OF KEY DECISIONS**

1 December 2009 –  
31 March 2010

Councillor Christopher Garland  
Leader of the Council



### **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.

### **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**  
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**Councillor Mark Wooding**  
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**Councillor Brian Moss**  
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**Councillor Malcolm Greer**  
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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.

## Appendix B

Title:	Levels of Collection Fund adjustment to be taken into account in the level of Council Tax for 2010/11
Portfolio:	Cabinet
This will be a "Key Decision" because:	Be significant in terms of its effect on communities living or working in an area comprising one or more wards
Purpose:	To agree the levels of Collection Fund adjustment
Decision Maker:	Cabinet
Proposed Date of Decision:	9 December 2009
Consultation and Method:	Internal via internal communication, report to Management Team
Representations should be made to:	Paul Riley, Head of Finance paulriley@maidstone.gov.uk
Representations should be made by:	27 November
Relevant documents:	None.
Wards affected:	All Wards;
Other Information:	
Director:	Zena Cooke, Director of Resources and Partnerships
Head of Service:	Paul Riley
Report Author:	Paul Riley

## Appendix B

Title:	Draft Strategic Plan 2009-12 - 2010 update
Portfolio:	Cabinet
This will be a "Key Decision" because:	The Strategic Plan 2009-12 sets out the council's priority themes and key objectives. This document will update the Strategic Plan for 2010.
Purpose:	To seek Cabinet approval for the first draft of the Strategic Plan 2009-12, update for 2010/11, to be distributed for consultation
Decision Maker:	Cabinet
Proposed Date of Decision:	9 December 2009
Consultation and Method:	Meetings are being held with managers to draft key objectives and actions. These will then be discussed with Cabinet members and a cross-party working group of Overview & Scrutiny members before going to Cabinet as part of the first draft of the Strategic Plan in December. Once the first draft is agreed, all council staff, members, parish councils and our partners (including community groups) will be consulted on the contents.
Representations should be made to:	Anna Collier, Georgia Hawkes, Policy and Performance Manager annacollier@maidstone.gov.uk, georgiahawkes@maidstone.gov.uk
Representations should be made by:	27 November 2009
Relevant documents:	Strategic Plan 2007-10 Strategic Plan 2008-11 Strategic Plan 2009-12 Best Value Performance Plan 2009-12 Strategic Planning Process – Report to Cabinet August 2009
Wards affected:	All Wards;
Other Information:	
Director:	David Edwards, Director of Change and Environmental Services
Head of Service:	Georgia Hawkes
Report Author:	Georgia Hawkes

## Appendix B

Title:	Review of Budget Strategy 2010/11 Onwards
Portfolio:	Cabinet
This will be a "Key Decision" because:	Covers the whole budget and resources for individual services which are delivered to all wards.
Purpose:	To agree a draft Council Tax and Budget Strategy for 2010/11 onwards.
Decision Maker:	Cabinet
Proposed Date of Decision:	9 December 2009
Consultation and Method:	Internal – Management Team and Senior Management External – Options as agreed by Cabinet in August 2009
Representations should be made to:	Paul Riley, Head of Finance paulriley@maidstone.gov.uk
Representations should be made by:	Internal - by internal communication by 28 November External - options as agreed by Cabinet in August 2009
Relevant documents:	Projection updated List of proposed growth and savings Information on Government proposals for funding local government Draft Capital Programme and funding options Draft Medium Term Financial Strategy
Wards affected:	All Wards;
Other Information:	
Director:	Zena Cooke, Director of Resources and Partnerships
Head of Service:	Paul Riley
Report Author:	Paul Riley

## Appendix B

Title:	Budget Strategy 2010/11 onwards
Portfolio:	Cabinet
This will be a "Key Decision" because:	Involves Budget decisions over £250,000
Purpose:	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.
Decision Maker:	Cabinet
Proposed Date of Decision:	10 February 2010
Consultation and Method:	Based on Budget Consultation Strategy
Representations should be made to:	Leader, Cabinet Members, Chief Executive and Head of Finance
Representations should be made by:	18 January 2010
Relevant documents:	Budget Strategy Statement of Balances Medium Term Financial Strategy and Projection
Wards affected:	None specifically but all may be affected by level of resources allocated
Other Information:	
Director:	Zena Cooke, Director of Resources and Partnerships
Head of Service:	Paul Riley
Report Author:	Paul Riley

## Appendix B

Title:	Treasury Management Strategy 2010/11
Portfolio:	Cabinet
This will be a "Key Decision" because:	Involves financial decisions over £250,000
Purpose:	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.
Decision Maker:	Cabinet
Proposed Date of Decision:	10 February 2010
Consultation and Method:	
Representations should be made to:	Paul Riley, Head of Finance paulriley@maidstone.gov.uk
Representations should be made by:	18 January 2010
Relevant documents:	Report only
Wards affected:	None
Other Information:	
Director:	Zena Cooke, Director of Resources and Partnerships
Head of Service:	Paul Riley
Report Author:	Paul Riley