

**Committee Work Programme**



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Democratic Services Team  
E: [democraticservices@maidstone.gov.uk](mailto:democraticservices@maidstone.gov.uk)

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## **INTRODUCTION**

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

## **DECISIONS WHICH COMMITTEES INTEND TO MAKE IN PRIVATE**

Committees hereby give notice that they intend 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 any Committee is open only to Members of the Committee, other Councillors and Council officers.

Reports and/or appendices to decisions which Committees will take at their private meetings are indicated in the list below, with the reasons for the decision being made in private.

## **ACCESS TO COMMITTEE REPORTS**

Reports to be considered at any of the Committees' 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 to the relevant Chairman of a Committee (details of whom are shown in the list below).

Alternatively, you can submit a question to the relevant Committee, details are on our website ([www.maidstone.gov.uk](http://www.maidstone.gov.uk)).

<b>Decision Maker and Date of When Decision is Due to be Made:</b>	<b>Title of Report and Brief Summary:</b>	<b>Contact Officer:</b>	<b>Public or Private (if Private the reason why)</b>	<b>Documents to be submitted (other relevant documents may be submitted)</b>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 7 Sep 2016</p>	<p>Medium Term Financial Strategy and Efficiency Plan</p> <p>This report will provide an update to the Medium Term Financial Strategy</p>	<p>Mark Green  <a href="mailto:markgreen@maidstone.gov.uk">markgreen@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Medium Term Financial Strategy and Efficiency Plan</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 7 Sep 2016</p>	<p>Business Rates Retention Consultation</p> <p>This report seeks Committee's agreement to the Council's proposed response to the government's consultation on 100% Business Rates</p>	<p>Mark Green  <a href="mailto:markgreen@maidstone.gov.uk">markgreen@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Draft Consultation response  Business Rates Retention Consultation</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 7 Sep 2016</p>	<p>Medway, Teise and Beult Flood Alleviation</p> <p>Report to consider the Council's position</p>	<p>David Tibbit  <a href="mailto:davidtibbit@maidstone.gov.uk">davidtibbit@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Medway, Teise and Beult Flood Alleviation</p>

<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 28 Sep 2016</p>	<p>First Quarter Budget Monitoring</p> <p>This report will provide an update to the Medium Term Financial Strategy</p>	<p>Mark Green  <a href="mailto:markgreen@maidstone.gov.uk">markgreen@maidstone.gov.uk</a></p>	<p>public</p>	<p>First Quarter Budget Monitoring</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 28 Sep 2016</p>	<p>Corporate Planning Timetable</p> <p>sets out the process for agreeing the MTFS and Strategic Plan</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>Corporate Planning Timetable</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 28 Sep 2016</p>	<p>Communication and Engagement Strategy, Action Plan 2016-17</p> <p>action plan based on the residents survey</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>Communication and Engagement Strategy, Action Plan 2016-17</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 28 Sep 2016</p>	<p>Devolution</p> <p>Report on Devolution</p>	<p>Alison Broom  <a href="mailto:alisonbroom@maidstone.gov.uk">alisonbroom@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Devolution</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 28 Sep 2016</p>	<p>Disposal of land at Unicomes Lane, Fant</p> <p>To dispose of the leasehold interest to the Fant Wildlife Group</p>	<p>Lucy Stroud  <a href="mailto:lucystroud@maidstone.gov.uk">lucystroud@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Disposal of land at Unicomes Lane, Fant</p>

<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 28 Sep 2016</p>	<p>Information Strategy</p> <p>Information strategy</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>Information Strategy</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 26 Oct 2016</p>	<p>Second Quarter Budget Monitoring 2016/17</p> <p>This report will provide an update to the Medium Term Financial Strategy agreed by Council in September 2016</p>	<p>Mark Green <a href="mailto:markgreen@maidstone.gov.uk">markgreen@maidstone.gov.uk</a></p>	<p>public</p>	<p>Second Quarter Budget Monitoring 2016/17</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 23 Nov 2016</p>	<p>Council Tax Tax Base 2017/18</p> <p>To advise members of the information currently available on the Tax Base for 2017/18 for Council Tax purposes</p>	<p>Ellie Dunnet <a href="mailto:elliedunnet@maidstone.gov.uk">elliedunnet@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Council Tax Tax Base 2017/18</p>

<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 23 Nov 2016</p>	<p>Strategic Plan Performance Updater Q2</p> <p>A quarter 2 update of the strategic plan performance indicators and actions. To go via Wider Leadership Team</p>	<p>Anna Collier  <a href="mailto:annacollier@maidstone.gov.uk">annacollier@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Strategic Plan Performance Updater Q2</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 23 Nov 2016</p>	<p>Council Tax 2017/18 - Collection Fund Adjustments</p> <p>To agree the levels of Collection Fund adjustments</p>	<p>Ellie Dunnet  <a href="mailto:elliedunnet@maidstone.gov.uk">elliedunnet@maidstone.gov.uk</a></p>	<p>Public.</p>	<p>Council Tax 2017/18 - Collection Fund Adjustments</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 23 Nov 2016</p>	<p>Council Tax Tax Base</p> <p>To advise Members of the information currently available on the Tax Base for 2017/18 for Council Tax purposes.</p>	<p>Ellie Dunnet  <a href="mailto:elliedunnet@maidstone.gov.uk">elliedunnet@maidstone.gov.uk</a></p>	<p>Public.</p>	<p>Council Tax Tax Base</p>

<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 14 Dec 2016</p>	<p>Medium Term Financial Strategy and Budget Proposals 2017/18</p> <p>This report will provide an update to the Medium Term Financial Strategy agreed by Council in September 2016</p>	<p>Mark Green  <a href="mailto:markgreen@maidstone.gov.uk">markgreen@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Medium Term Financial Strategy and Budget Proposals 2017/18</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 14 Dec 2016</p>	<p>The Business Terrace</p> <p>Progress and next steps report</p>	<p>Karen Franek  <a href="mailto:karenfrank@maidstone.gov.uk">karenfrank@maidstone.gov.uk</a></p>	<p>public</p>	<p>The Business Terrace</p>
<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 18 Jan 2017</p>	<p>Medium Term Financial Strategy Update</p> <p>This report updates the Medium Term Financial Strategy as appropriate and sets out initial revenue and capital budget proposals for 2017/18 for consultation, prior to submission of final proposals to Council on 1st March 2017.</p>	<p>Mark Green  <a href="mailto:markgreen@maidstone.gov.uk">markgreen@maidstone.gov.uk</a></p>	<p>public</p>	<p>Medium Term Financial Strategy Update</p>

<p><b>Policy and Resources Committee</b></p> <p>Due Date: Wednesday 15 Feb 2017</p>	<p>Third Quarter Budget Monitoring</p> <p>This report will provide an update to the Medium Term Financial Strategy</p>	<p>Mark Green <a href="mailto:markgreen@maidstone.gov.uk">markgreen@maidstone.gov.uk</a></p>	<p>public</p>	<p>Third Quarter Budget Monitoring</p>
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