

MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD 1 DECEMBER 2023 TO 31 MARCH 2024

This Forward Plan sets out the details of the key and non-key decisions which the Cabinet or Cabinet Members expect to take during the next four-month period.

A Key Decision is defined as one which:

1. Results in the Council incurring expenditure, or making savings, of more than £250,000; or
2. Is significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough

The current Cabinet Members are:

 <p>Councillor David Burton Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910</p>	 <p>Councillor Paul Cooper Deputy Leader and Cabinet Member for Planning, Infrastructure and Economic Development PaulCooper@Maidstone.gov.uk 01622 244070</p>	 <p>Councillor John Perry Cabinet Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741</p>
 <p>Councillor Claudine Russell Cabinet Member for Communities, Leisure and Arts ClaudineRussell@Maidstone.gov.uk</p>	 <p>Councillor Patrik Garten Cabinet Member for Environmental Services PatrikGarten@Maidstone.gov.uk 01622 807907</p>	 <p>Councillor Lottie Parfitt-Reid Cabinet Member for Housing and Health LottieParfittReid@Maidstone.gov.uk 07919 360000</p>

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision or a Part II decision may not be taken, unless it has been published on the forward plan for 28 days or it is classified as urgent:

The law and the Council's Constitution provide for urgent key and part II decisions to be made, even though they have not been included in the Forward Plan.

Copies of the Council's constitution, forward plan, reports and decisions may be inspected at Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the [Council's website](#).

Members of the public are welcome to attend meetings of the Cabinet which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on the [Council's Website](#), or you may contact the Democratic Services Team on telephone number **01622 602899** for further details.

David Burton
Leader of the Council

Details of the Decision to be taken	Decision to be taken by	Relevant Cabinet Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Archbishops palace agreement for lease looking for agreement to move forward with a potential tenant for the palace	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Part exempt	Corporate Services Policy Advisory Committee 17 Jan 2024	Archbishops palace agreement for lease	Deborah Turner deborahturner@maidstone.gov.uk
Council Tax Base 2024/25 and Collection Fund Adjustment. Report setting what the 24/25 C/tax base and collection fund. Used to set the amount of Council Tax and is a statutory requirement.	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Council Tax Base 2024/25 and Collection Fund Adjustment.	Adrian Lovegrove Head of Finance adrianlovegrove@maidstone.gov.uk
Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and Final Saving Proposals Details of the proposed budget for 2024/25. Revenue budget including savings and updates on government financial settlements and C/Tax increases.	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and Final Saving Proposals	Mark Green, Adrian Lovegrove Director of Finance, Resources & Business Improvement, Head of Finance markgreen@maidstone.gov.uk, adrianlovegrove@m

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
Capital programme for 2024/2029								aidstone.gov.uk
<p>Medium Term Financial Strategy 2024 to 2029 - Capital Programme</p> <p>Detail of the 10 year capital programme for inclusion in the budget for 2024/25 onwards.</p>	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	<p>Corporate Services Policy Advisory Committee 17 Jan 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 9 Jan 2024</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 16 Jan 2024</p>	<p>Medium Term Financial Strategy 2024 to 2029 - Capital Programme</p>	<p>Adrian Lovegrove, Paul Holland</p> <p>Head of Finance,</p> <p>adrianlovegrove@m aidstone.gov.uk, paulholland@maidst one.gov.uk</p>

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						Overview and Scrutiny Committee 23 Jan 2024		
3rd Quarter Finance, Performance and Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	Corporate Services Policy Advisory Committee 5 Feb 2024 Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024 Housing, Health and Environment Policy Advisory Committee 30 Jan 2024 Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024	3rd Quarter Finance, Performance and Risk Monitoring Report	Adrian Lovegrove, Paul Holland Head of Finance, adrianlovegrove@maidstone.gov.uk, paulholland@maidstone.gov.uk

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Biodiversity and Climate Change Action Plan Update	Cabinet		7 Feb 2024	No	No Open	<p>Corporate Services Policy Advisory Committee 5 Feb 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024</p>	Biodiversity and Climate Change Action Plan Update	<p>James Wilderspin</p> <p>Biodiversity and Climate Change Manager</p> <p>jameswilderspin@m aidstone.gov.uk</p>
<p>Discretionary Rate Relief Policy</p> <p>The Government has changed the backdating of Discretionary Rate</p>	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Discretionary Rate Relief Policy	<p>Zoe Kent</p> <p>Interim Head of Revenues & Benefits</p>

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Relief giving authorities discretion on backdating claims. This report seeks approval of changes to the policy. This will be a Full Council decision								zoekent@swale.gov.uk
Shared Revenues and Benefits Service – Consideration of expansion Report for the approval of Swale Borough Council joining the Mid Kent Revenues and Benefits Service	Cabinet	Cabinet Member for Corporate Services.	Not before 5th Feb 2024	No	No Part exempt	Corporate Services Policy Advisory Committee 17 Jan 2024 Consultation with the Revenues and Benefits staff	Shared Revenues and Benefits Service - Consideration of expansion	Zoe Kent Interim Head of Revenues & Benefits zoekent@swale.gov.uk
Key Performance Indicators Key performance indicators are reviewed annually. This report proposes the KPIs for the period 2024/25.	Cabinet	Leader of the Council	20 Mar 2024	No	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024 Housing, Health and Environment Policy Advisory Committee 30 Jan 2024	Key Performance Indicators	Carly Benville, Anna Collier carlybenville@maidstone.gov.uk, annacollier@maidstone.gov.uk

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						Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024 Corporate Services Policy Advisory Committee 5 Feb 2024		