

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.

**Forward Plan
August 2011 - November 2011**

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.

**Forward Plan
August 2011 - November 2011**

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:
<p>Cabinet</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 & Customer Services</p> <p>Internal communication by 30 June 2011</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards</p>
<p>Cabinet</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>

**Forward Plan
August 2011 - November 2011**

Decision Maker and Date of Decision/Month in which decision will be made:	Title of Report and Brief Summary of Decision to be made:	Consultees and Method:	Contact Officer and deadline for submission of enquiries:	Relevant Documents:
<p>Cabinet</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>
<p>Cabinet</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</p> <p>Public Website survey and letters requesting feedback from all Councillors</p> <p>Comment Forms & Q&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>
<p>Cabinet</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>

**Forward Plan
August 2011 - November 2011**

Decision Maker and Date of Decision/Month in which decision will be made:	Title of Report and Brief Summary of Decision to be made:	Consultees and Method:	Contact Officer and deadline for submission of enquiries:	Relevant Documents:
<p>Cabinet</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 & 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>
<p>Cabinet</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 & Customer Services</p> <p>25 November 2011</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards - Cabinet</p>