

# **MAIDSTONE BOROUGH COUNCIL**

# **FORWARD PLAN**

**1 October 2011 to  
31 January 2012**

**Councillor Christopher Garland  
Leader of the Council**



## **Forward Plan October 2011 - January 2012**

### **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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**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: 12 Oct 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 davelindsay@maidstone.gov.uk</p> <p>31/7/2011</p>	<p>Cabinet, Council or Committee Report for ICT Partnership</p>
<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 paulriley@maidstone.gov.uk 25 November 2011</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards - Cabinet</p>
<p><b>Cabinet</b></p> <p>Due Date: 21 Dec 2011</p>	<p>Council Tax 2012/13 - Collection Fund Adjustments</p> <p>To agree the levels of Collection Fund Adjustment</p>	<p>Management Team Heads of Service Members Internal communication/report to Management Team</p>	<p>Paul Riley, Head of Finance &amp; Customer Services paulriley@maidstone.gov.uk 25 November 2011</p>	<p>Cabinet, Council or Committee Report for Council Tax 2012/13 - Collection Fund Adjustments - Cabinet</p>

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<b>Decision Maker and Date of Decision/Month in which decision will be made:</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: 11 Jan 2012</p>	<p>Building Surveying Charges</p> <p>Review of Building Surveying Charges for 2012</p>		<p>David Harrison davidharrison@maidstone.gov.uk 21/11/2011</p>	<p>Cabinet, Council or Committee Report for Building Surveying Charges</p>
<p><b>Cabinet Member for Community and Leisure Services</b></p> <p>Due Date: Dec 2011</p>	<p>Parish Services Scheme</p> <p>To consider the outcome of the concurrent functions review and agree the new Parish Services Scheme</p>	<p>All Parish Councils. The review began in January 2011 and has had consultation throughout including with parishes and KALC. The main consultation for the report will commence in August with a presentation and question and answer session for all parish councils, followed by a formal consultation document on the new scheme which is planned to close in November 2011</p>	<p>Ryan O'Connell ryanoconnell@maidstone.gov.uk 1 December 2011</p>	<p>Cabinet Member Report for Parish Services Scheme</p>

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<p><b>Cabinet Member for Environment</b></p> <p>Due Date: Nov 2011</p>	<p>Fees &amp; Charges - Bereavement Services 2012/13</p> <p>To set the level of fees and charges for bereavement services for 2012/13.</p>	<p>Local funeral directors; site users; applicants for cremation or burial services. Feedback from site users</p>	<p>Debra Herbert-Evers debraherbertevers@maidstone.gov.uk 15/10/2011</p>	<p>Cabinet Member Report for Fees &amp; Charges - Bereavement Services 2012/13</p>
<p><b>Cabinet Member for Environment</b></p> <p>Due Date: Nov 2011</p>	<p>Review of Fees and Charges for Maidstone Market at Lockmeadow 2012/13</p> <p>To set the level of fees and charges for Maidstone Market for 2012/13.</p>	<p>Market traders; site hirers; site users; contacts on site Discussions with stakeholders</p>	<p>Robert Holmes, Market Manager robertholmes@maidstone.gov.uk 15/10/2011</p>	<p>Cabinet Member Report for Review of Fees and Charges for Maidstone Market at Lockmeadow 2012/13</p>
<p><b>Cabinet Member for Environment</b></p> <p>Due Date: Nov 2011</p> <p>Original Date: Sep 2011</p>	<p>Review of Fees and Charges for Waste Services 2012/13</p> <p>To review the fees and charges of the charged waste services offered by Maidstone Borough Council for 2012/13.</p>	<p>Internal departments including contact centre Discussions with staff involved in delivery of existing charged for waste services</p>	<p>Jennifer Gosling jennifergosling@maidstone.gov.uk 15th October 2011</p>	<p>Cabinet Member Report for Review of Fees and Charges for Waste Services</p>