

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

**1 March 2012 to
30 June 2012**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan March 2012 - June 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.
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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.

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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: 14 March 2012</p>	<p>Equality Objectives</p> <p>To enable Members to set Equality Objectives for the next four-year cycle according to MBC's Equality Duty</p>	<p>Housing, Revenues and Benefits, Registration, Transport, Parking, Bereavement Services, Museum, Theatre, Parks, Leisure Centres, Community Partnerships, Community Safety Partnership, HR, CLT, Corporate Services Overview and Scrutiny Committee Going through CLT and Corporate Services Overview and Scrutiny Committee</p>	<p>Ellie Kershaw elliekershaw@maidstone.gov.uk</p> <p>28th February 2012</p>	<p>Cabinet, Council or Committee Report for Equality Objectives</p>
<p>Cabinet</p> <p>Due Date: 16 April 2012</p> <p>Original Date: 3 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>

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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: 16 May 2012</p>	<p>Annual Governance Statement</p> <p>To agree the Annual Governance Statement for 2011/12</p>	<p>Corporate Leadership Team Heads of Service Members Internal communication/report to Corporate Leadership Team</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p> <p>27 April 2012</p>	<p>Cabinet, Council or Committee Report for Annual Governance Statement</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: March 2012</p>	<p>Asset Management Plan: 2012-15</p> <p>To consider the Council's Asset Management Plan 2012-15</p>	<p>Corporate Leadership Team Heads of Service Discussions with Corporate Leadership Team and Heads of Service</p>	<p>David Tibbit davidtibbit@maidstone.gov.uk</p> <p>29/02/12</p>	<p>Cabinet Member Report for Asset Management Plan - 2012-15</p>