

LIST OF FORTHCOMING DECISIONS

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INTRODUCTION

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

KEY DECISIONS

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.

At Maidstone Borough Council, decisions which we regard as "Key Decisions" because they are likely to have a "significant" effect either in financial terms or on the community include:

- (1) Decisions about expenditure or savings which equal or are more than £250,000.
- (2) Budget reports.
- (3) Policy framework reports.
- (4) Adoption of new policies plans, strategies or changes to established policies, plans or strategies.
- (5) Approval of portfolio plans.
- (6) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether Borough-wide or in a particular locality.
- (7) Changes in fees and charges.
- (8) Proposals relating to changes in staff structure affecting more than one section.

Each entry identifies, for that "key decision" -

- the decision maker
- the date on which the decision is due to be taken
- the subject matter of the decision and a brief summary
- the reason it is a key decision
- to whom representations (about the decision) can be made
- whether the decision will be taken in public or private
- what reports/papers are, or will be, available for public inspection

EXECUTIVE DECISIONS

The Cabinet collectively makes its decisions at a meeting and individual portfolio holders make decisions independently. In addition, Officers can make key decisions and an entry for each of these will be included in this list.

DECISIONS WHICH THE CABINET INTENDS TO MAKE IN PRIVATE

The Cabinet hereby gives notice that it intends 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 the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports and/or appendices to decisions which the Cabinet will take at its private meeting are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please email janetbarnes@maidstone.gov.uk. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

ACCESS TO CABINET REPORTS

Reports to be considered at the Cabinet's public meeting will be available on the Council's website (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 Cabinet Member (details of whom are shown in the list below).

Alternatively, the Cabinet are contactable via our website (<u>www.maidstone.gov.uk</u>) 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.

WHO ARE THE CABINET?



Councillor Christopher Garland
Leader of the Council
christophergarland@maidstone.gov.uk
Tel: 07766 343024



Councillor Stephen Paine
Cabinet Member for Planning, Transport and Development
stephenpaine@maidstone.gov.uk
Tel: 07906 271325



Councillor Malcolm Greer
Cabinet Member for Economic and Commercial
Development (also Deputy Leader)
malcolmgreer@maidstone.gov.uk
Tel: 01634 862876



Councillor Marion Ring
Cabinet Member for Environment
marionring@maidstone.gov.uk
Tel: 01622 686492



Councillor Eric Hotson
Cabinet Member for Corporate Services
erichotson@maidstone.gov.uk
Tel: 01580 892312



Councillor John A Wilson
Cabinet Member for Community and Leisure Services
johnawilson@maidstone.gov.uk
Tel: 01622 720989

List of Forthcoming Decisions

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Licensing Committee Due Date: 30 Oct 2012	Local Government (Miscellaneous Provisions) Act 1982, Schedule 3 – Application For Sex Establishment Licence – For Tantric Blue, 9 Gabriels Hill , Maidstone, Kent, ME15 6HL Application for the grant of a sexual entertainment licence at 9 Gabriels Hill, Maidstone		Neil Harris, Head of Democratic Services neilharris@maidst one.gov.uk	Public	Local Government (Miscellaneous Provisions) Act 1982, Schedule 3 – Application For Sex Establishment Licence – For Tantric Blue, 9 Gabriels Hill, Maidstone, Kent, ME15 6HL

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Cabinet Member for Corporate Services Due Date: 9 Nov 2012	Public Gypsy & Traveller Site Selection To consider and agree the outcome of the further assessment/negotiati on of shortlisted sites undertaken by Town and Country Housing Group and to ask the Cabinet Member of Planning, Transport & Development to agree the preferred sites and pursue the necessary consents.	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Safety johnlittlemore@m aidstone.gov.uk	Private Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information) Reason: the content is of a commercial nature given it includes the values of the sites that the council would consider purchasing.	Public Gypsy & Traveller Site Selection Appendix 1: Site Feasibility Summary Appendix 2 - Town and Country Report

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Cabinet Member for Community and Leisure Services Due Date: 9 Nov 2012	Disposal of Land at Bushy Grove, Kingswood To consider agreeing to declare land at Bushy Grove, Kingswood, surplus to operational requirements.		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@m aidstone.gov.uk	Public	Disposal of Land at Bushy Grove, Kingswood
Cabinet Member for Community and Leisure Services Due Date: 9 Nov 2012	Disposal of Land at Merton Road, Bearsted To consider agreeing to declare surplus land at Merton Road, Bearsted		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@m aidstone.gov.uk	Public	Disposal of Land at Merton Road, Bearsted

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Cabinet Member for Community and Leisure Services Due Date: 9 Nov 2012	Report of the Head of Housing and Community Services - SMP Community Safety Partnership Plan Refresh Community Safety Plan and Actions for 2012-17.		Sarah Robson sarahrobson@mai dstone.gov.uk	Public	Cabinet Report SMP Community Safety Partnership Plan AppendixA SMP Community Safety Partnership Plan AppendixB Maidstone Strategic Assessment
Cabinet Member for Corporate Services Due Date: 9 Nov 2012	26 Tonbridge Road Freehold disposal of 26 Tonbridge Road		David Tibbit davidtibbit@maids tone.gov.uk	Public	26 Tonbridge Road

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Cabinet Member for Corporate Services Due Date: 9 Nov 2012	Exempt Appendix for 26 Tonbridge Road Freehold disposal of 26 Tonbridge Road		David Tibbit davidtibbit@maids tone.gov.uk	Private. Paragraph 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information). It is in the public interest that this report be taken in private because the report contains sensitive commercial information which would prejudice the Council's negotiating position if publicly available.	26 Tonbridge Road

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Cabinet Member for Planning, Transport and Development Due Date: 9 Nov 2012	Statement of Community Involvement Consultation Draft 2012 The Statement of Community Involvement sets out how and when stakeholders and the local community can participate in the preparation of local planning policy documents and planning applications.	KEY Reason: Affects more than 1 ward	Sue Whiteside suewhiteside@maidstone.gov.uk	Public	Statement of Community Involvement Consultation Draft 2012
Licensing Committee Due Date: 12 Nov 2012	Review of Licensing Fees and Charges Review of fees and charges for Animal licences, street trading, sex establishments and Hackney Carriage and Private Hire.		Neil Harris, Head of Democratic Services neilharris@maidst one.gov.uk	Public	Review of Licensing Fees and Charges

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Licensing Act 2003 Committee Due Date: 12 Nov 2012	Review of Licensing Fees and Charges Reviewing the fees and charges for the committee in accordance with the agreed policy		Neil Harris, Head of Democratic Services neilharris@maidst one.gov.uk	Public	Review of Licensing Fees and Charges
Licensing Committee Due Date: 12 Nov 2012	Dress Code for Hackney Carriage Drivers To consider whether it would be possible to introduce a dress code for hackney carriage driver taking into account the hackney carriage byelaws.		Neil Harris, Head of Democratic Services neilharris@maidst one.gov.uk	Public	Dress Code for Hackney Carriage Drivers

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Licensing Committee Due Date: 12 Nov 2012	Hackney Carriage Fares Increase To consider a request from the Hackney Carriage Association for an increase in fares.		Neil Harris, Head of Democratic Services neilharris@maidst one.gov.uk	Public	Hackney Carriage Fares Increase
Licensing Committee Due Date: 12 Nov 2012	Gambling Act 2005 - Draft Statement of Licensing Principles 3 Yearly update to the Gambling Act 2005 policy		Neil Harris, Head of Democratic Services neilharris@maidst one.gov.uk	Public	Gambling Act 2005 - Draft Statement of Licensing Principles
Cobtree Manor Estate Charity Committee Due Date: 14 Nov 2012	Park Rangers Progress Report An update on work in the park in cludign an update on the Cobtree Project		Joanna Joyce joannajoyce@mai dstone.gov.uk	Public	Park Rangers Progress Report

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Cabinet Due Date: 14 Nov 2012	Council Tax 2013-14 - Collection Fund Adjustments - Cabinet To agree the levels of Collection Fund Adjustment.	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidsto ne.gov.uk	Public	Cabinet, Council or Committee Report for Council Tax 2013-14 - Collection Fund Adjustments
Cabinet Due Date: 14 Nov 2012	Local Council Tax Discount Scheme To review the response to the public consultation and endorse the final scheme to be agreed by full council.	KEY Reason: Affects more than 1 ward	Stephen McGinnes stephenmcginnes @maidstone.gov.u k	Public	Local Council Tax Discount Scheme
Cabinet Due Date: 14 Nov 2012	Key Performance Indicators Quarter 2 Report to assess mid-year performance of KPIs against targets		Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse @maidstone.gov.u k	Public	Key Performance Indicators Quarter 2 Report

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Cabinet Due Date: 14 Nov 2012	Key Performance Indicator Action Plans as requested by cabinet to address performance issues from quarter 1		Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse @maidstone.gov.u k	Public	Key Performance Indicator Action Plans
Cabinet Due Date: 14 Nov 2012	Second quarter Revenue & Capital Monitoring This report summarises the financial position of the revenue and capital budgets at the end of each of the first three quarters of the financial year. It also includes a summary of Treasury Management performance as at the end of each quarter.		Paul Riley, Head of Finance & Customer Services paulriley@maidsto ne.gov.uk	Public	Cabinet, Council or Committee Report for Second quarter Revenue & Capital Monitoring

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Cabinet Due Date: 14 Nov 2012	Council Tax Tax Base 2013-14 - Cabinet To advise Members of the information currently available on the Tax Base for 2013/14 for Council Tax purposes.		Paul Riley, Head of Finance & Customer Services paulriley@maidsto ne.gov.uk	Public	Cabinet, Council or Committee Report for Council Tax Tax Base 2013-14 - Cabinet

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Cabinet Due Date: 14 Nov 2012	Investment Opportunity Review prudential borrowing limit of £6m in current financial year etc.	KEY Reason: Expenditure > £250,000 General Exception: The required 28 day public notice was not given to this key decision because a decision is required so that investment opportunities are not missed and an exception to this rule has been applied in accordance with Part 3, Para 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012	Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@m aidstone.gov.uk	Public	Investment Opportunity Investment opportunity, 12/09/2012 Cabinet

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Cabinet Due Date: 14 Nov 2012	Core Strategy Programme A progress report on the Core Strategy programme, and the results of further evidence base work.	KEY Reason: Affects more than 1 ward General Exception: The required 28 day public notice was not given to this key decision because on 24 October 2012 officers agreed that it was required to expand the report to include a section on the Council's duty to demonstrate a 5-year housing land supply. This has resulted in the recommendation to be made becoming a key decision for referral to full Council on 12 th December. The next Cabinet meeting is not until 19 th December and therefore the 28 day notice period cannot be met and an exception to this rule has been applied in accordance with Part 3, Para 10 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012.	Rob Jarman, Head of Development Management Robjarman@maid stone.gov.uk	Public	Core Strategy Programme

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Cabinet Member for Community and Leisure Services Due Date: 16 Nov 2012	Empty Homes Plan To consider the detail of the Council's intervention in respect of empty homes	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Safety johnlittlemore@m aidstone.gov.uk	Public	Cabinet Member Report for Empty Homes Plan
Cabinet Member for Environment Due Date: 16 Nov 2012	Carbon emissions 2011/2012 To consider the Council's carbon footprint for 2011/12 and approve the attached 'Greenhouse Gas Emissions from Local Authority Owned Estate and Operations' report ready for submission to the Department of Energy and Climate Change (DECC).		John Newington johnnewington@m aidstone.gov.uk	Public	Carbon emissions 2011/2012

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Cabinet Due Date: 21 Nov 2012	Infrastructure Delivery Plan: Public Consultation To agree the IDP, which lists the infrastructure schemes (and estimated costs) required to support the spatial distribution of development proposed in the Core Strategy	KEY Reason: Policy Framework Document	Michael Murphy michaelmurphy@ maidstone.gov.uk	Public	Cabinet, Council or Committee Report for Infrastructure Delivery Plan: Public Consultation
Cabinet Due Date: 21 Nov 2012	Core Strategy Publication Publication of the Core Strategy for formal public consultation (regulation 19)	KEY Reason: Policies, Plans, Strategies	Rob Jarman, Head of Development Management Robjarman@maid stone.gov.uk	Public	Core Strategy Publication

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Cabinet Due Date: 21 Nov 2012	Maidstone Integrated Transport Strategy Adoption of the Maidstone Integrated Transport Strategy, prepared jointly with Kent County Council	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Development Management Robjarman@maid stone.gov.uk	Public	Maidstone Integrated Transport Strategy
Audit Committee Due Date: 26 Nov 2012	Treasury Management Mid Year Performance 2012-13 - Audit Committee This report sets out the activities of the Treasury Management function for 2012/13 financial year in accordance with CIPFA's Code of Practice on Treasury Management issued in November 2009.		Paul Riley, Head of Finance & Customer Services paulriley@maidsto ne.gov.uk	Public	Cabinet, Council or Committee Report for Treasury Management Mid Year Performance 2012-13 - Audit Committee

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Cabinet Member for Environment Due Date: 30 Nov 2012	Kent Joint Municipal Waste Management Strategy - Policy Refresh Outline the Kent Waste Partnership's refreshed policies and identify Maidstone Borough Council's support of these policies and any impact on the council's existing Waste Strategy.		Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@m aidstone.gov.uk	Public	Kent Joint Municipal Waste Management Strategy - Policy Refresh
Cabinet Member for Environment Due Date: 30 Nov 2012	Introduction of Commercial Waste and Recycling Collections Proposal to introduce commercial waste and recycling collections to Small and Medium sized Enterprises (SMEs) within the Maidstone Borough.	KEY Reason: Service Development/ Reduction	Steve Goulette, Assistant Director of Environment & Regulatory Services Stevegoulette@m aidstone.gov.uk	Public	Introduction of Commercial Waste and Recycling Collections

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary	Key Decision and reason (if applicable)	Contact Officer:	Public or Private if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Cabinet Member for Environment Due Date: 7 Dec 2012	Introduction of Dog Control Orders Following formal consultation, approval is now needed to formally adopt two control orders for Fouling and Exclusion from childrens play areas.	KEY Reason: Affects more than 1 ward	Martyn Jeynes martynjeynes@ma idstone.gov.uk	Public	Introduction of Dog Control Orders Introduction of Dog Control Orders
Cabinet Member for Community and Leisure Services Due Date: 14 Dec 2012	Community Halls Recommendations Report and Audit Community Halls Recommendations Report and Audit	KEY Reason: Affects more than 1 ward	Sarah Robson sarahrobson@mai dstone.gov.uk	Public	Community Halls Recommendations Report and Audit
Cabinet Due Date: 19 Dec 2012	Budget Strategy 2013-14 Onwards - Cabinet To agree a draft Council Tax and Budget Strategy for 2013/14 onwards.	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidsto ne.gov.uk	Public	Cabinet, Council or Committee Report for Budget Strategy 2013/14 Onwards

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Cabinet Due Date: 19 Dec 2012	Budget Strategy 2013 14 Onwards - Cabinet To agree a draft Council Tax and Budget Strategy for 2013/14 onwards	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Cabinet, Council or Committee Report for Budget Strategy 2013 14 Onwards - Cabinet

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Cabinet Due Date: 19 Dec 2012	Budget Strategy 2013-14 - Fees & Charges - Cabinet To consider the appropriate level of fees and charges for 2013/14 for services where the Council raises income by charging the user of a service and where the setting of the fee to be charged is discretionary. The Council has adopted a policy on the setting of fees and charges to ensure that a rational approach is used that takes account of all factors and creates a result that supports the priorities set out in the strategic plan.	KEY Reason: Fees & Charges	Paul Riley, Head of Finance & Customer Services paulriley@maidsto ne.gov.uk	Public	Cabinet, Council or Committee Report for Budget Strategy 2013-14 - Fees & Charges - Cabinet

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Cabinet Due Date: 19 Dec 2012	Community Right to Bid To consider the Council's strategy for implementing the legislation regarding the Community Right to Bid.	KEY Reason: Affects more than 1 ward	David Tibbit davidtibbit@maids tone.gov.uk	Public	Community Right to Bid
Cabinet Due Date: 19 Dec 2012	Regneration & economic Development OSC Visitor Information Centre Review report of RED OSC	Reason:	Angela Woodhouse, Head of Change and Scrutiny angelawoodhouse @maidstone.gov.u k	Public	Regneration & economic Development OSC Visitor Information Centre Review
Cabinet Member for Community and Leisure Services Due Date: 20 Dec 2012	Housing Allocation Scheme A new Housing Allocation Scheme to govern the way that social housing is allocated	KEY Reason: Affects more than 1 ward	Andrew Paterson andrewpaterson@ maidstone.gov.uk	Public	Housing Allocation Scheme

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Cabinet Member for Community and Leisure Services Due Date: 21 Dec 2012	Empty Homes Plan Scoping Report To consider the options available to update the Council's interventions relating to empty homes.	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Safety johnlittlemore@m aidstone.gov.uk	Public	Cabinet Member Report for Empty Homes Plan Scoping Report
Cabinet Due Date: 9 Jan 2013	Budget Strategy 2013 14 Onwards Cabinet Agree proposed General Fund revenue and capital estimates for 2013/14 and revised figures for 2012/13 in accordance with the Budget Strategy and the Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to the Council.	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidsto ne.gov.uk	Public	Cabinet, Council or Committee Report for Budget Strategy 2013 14 Onwards Cabinet

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Audit Committee Due Date: 14 Jan 2013	Treasury Management Strategy 2013 14 To consider future Treasury Management Strategy for 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidsto ne.gov.uk	Public	Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14
Licensing Committee Due Date: 24 Jan 2013	Licensing Partnership Update Updating the Committee on the current position in respect of the partnership.		Neil Harris, Head of Democratic Services neilharris@maidst one.gov.uk	Public	Licensing Partnership Update
Licensing Committee Due Date: 24 Jan 2013	Street Trading Policy A full review of the street trading policy		Neil Harris, Head of Democratic Services neilharris@maidst one.gov.uk	Public	Street Trading Policy

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Licensing Act 2003 Committee Due Date: 24 Jan 2013	Early Morning Alcohol Restriction Orders and Late Night Levy To receive an update on the changes to the Licensing Act 2003 relating to Early Morning Alcohol Restriction Orders and the Late Night Levy		Neil Harris, Head of Democratic Services neilharris@maidst one.gov.uk	Public	Early Morning Alcohol Restriction Orders and Late Night Levy
Licensing Act 2003 Committee Due Date: 24 Jan 2013	Licensing Partnership Update To update the committee on the current position in respect of the licensing partnership.		Neil Harris, Head of Democratic Services neilharris@maidst one.gov.uk	Public	Licensing Partnership Update

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Cabinet Due Date: 13 Feb 2013	Treasury Management Strategy 2013 14 Cabinet Review Treasury Management for 2012/13 and consider future Treasury Management Strategy for 2013/14. This will include Prudential Borrowing limits and aproposed Approved Investment Strategy. These matters will be submitted to Council.	KEY Reason: Expenditure > £250,000	Paul Riley, Head of Finance & Customer Services paulriley@maidsto ne.gov.uk	Public	Cabinet, Council or Committee Report for Treasury Management Strategy 2013 14 Cabinet
Cabinet Member for Corporate Services Due Date: 22 Mar 2013	Procurement Strategy 2013-16 To consider the Council's Procurement strategy for 2013-16	KEY Reason: Policies, Plans, Strategies	Steve Trigg stephentrigg@mai dstone.gov.uk	Public	Procurement Strategy 2013-16

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Cabinet Member for Corporate Services Due Date: 22 Mar 2013	Procurement Strategy 2013-16 To consider the Council's Procurement strategy for 2013-16	KEY Reason: Policies, Plans, Strategies	Steve Trigg stephentrigg@mai dstone.gov.uk	Public	Procurement Strategy 2013-16
Cabinet Due Date: 10 Apr 2013	Sustainable Community Strategy Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson sarahrobson@mai dstone.gov.uk	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy
Cabinet Due Date: 10 Apr 2013	Sustainable Community Strategy Refresh of the Sustainable Community Strategy 2009-2020.	KEY Reason: Policies, Plans, Strategies	Sarah Robson sarahrobson@mai dstone.gov.uk	Public	Cabinet, Council or Committee Report for Sustainable Community Strategy