

List of Forthcoming Decisions



LIST OF FORTHCOMING DECISIONS

Democratic Services Team
E: committeeservices@maidstone.gov.uk

Publication Date: 24 June 2014

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 committeeservices@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 (www.maidstone.gov.uk) 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 Annabelle Blackmore
Leader of the Council
annabelleblackmore@maidstone.gov.uk
Tel: 01622 833299



Councillor David Burton
Cabinet Member for Planning, Transport and
Development
davidburton@maidstone.gov.uk
Tel: 07590 229910



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 Steve McLoughlin
Cabinet Member for Corporate Services
stevemcloughlin@maidstone.gov.uk
Tel: 07711 565489



Councillor John Perry
Cabinet Member for Community and Leisure
Services
johnperry@maidstone.gov.uk
Tel: 07770 734741

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 Community and Leisure Services Due Date: Friday 4 Jul 2014	New Code of Practice on the use of surveillance cameras Overview of New Code of Practice and the impact on Maidstone CCTV service provided by Medway Council CCTV Partnership.		John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Public	Cabinet Report New Code of Practice on the use of surveillance cameras Att 1 New Code of Practice on the use of surveillance cameras Att 2 CCTV Maidstone CCTV Inventory and Proposed CCTV Upgrade Programme Att 3 CCTV Camera inventory for Maidstone BC Jan 2014
Cabinet Member for Community and Leisure Services Due Date: Friday 4 Jul 2014	Rent increases in respect of the Council's Gypsy and Traveller sites To consider increasing the rental values set for the Council's Gypsy and Traveller sites.	KEY Reason: Affects more than 1 ward	Neil Coles neilcoles@maidstone.gov.uk	Public	Rent increases in respect of the Council's Gypsy and Traveller sites
Cabinet Member for Community and Leisure Services Due Date: Friday 4 Jul 2014	Maidstone Health Inequalities Action Plan Action plan detailing work to reduce health inequalities in the Borough	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Public	Maidstone Health Inequalities Action Plan Maidstone Health Inequalities Action Plan Enc. 1 for Maidstone Health Inequalities Action Plan

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 Due Date: Wednesday 9 Jul 2014	Annual Performance Report 2013/14 Performance out-turns for KPIs and updates on Strategic Actions		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Performance Report
Cabinet Due Date: Wednesday 9 Jul 2014	Annual Governance Statement To agree the Annual Governance Statement for 2013/14	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Governance Statement
Cabinet Due Date: Wednesday 9 Jul 2014	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance.		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Local Code of Corporate Governance

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 Due Date: Wednesday 9 Jul 2014	Customer Service Improvement Strategy 2013-16: Progress and 2014/15 refresh To consider the progress made on implementing the Customer Service Improvement Strategy in 2013/14 and the refresh of the Strategy for 2014/15.	KEY Reason: Policies, Plans, Strategies	Georgia Hawkes, Head of Business Improvement georgiahawkes@maidstone.gov.uk	Public	Customer Service Improvement Strategy 2013-16 Channel Shift Strategy 2011 Customer Service Improvement Strategy 2013-16: Progress and 2014/15 refresh
Cabinet Due Date: Wednesday 9 Jul 2014	Maidstone Enterprise Hub Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek karenfranek@maidstone.gov.uk	Public	Maidstone Enterprise Hub
Cabinet Due Date: Wednesday 9 Jul 2014	Budget Strategy 2015 16 Onwards To give initial consideration to a Budget Strategy for 2015 16 and beyond.	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2015 16 Onwards

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)
<p>Member and Employment and Development Panel</p> <p>Due Date: Wednesday 9 Jul 2014</p>	<p>Pension Discretions Policy</p> <p>It is a legal requirement for each employer to determine the policy on certain sections of the Local Government Pension scheme, the report sets out the recommendation for the council's Discretions Policy.</p>		<p>Dena Smart, Head of Human Resources Denasmart@maidstone.gov.uk</p>	<p>Public</p>	<p>Pension Discretions Policy</p>
<p>Member and Employment and Development Panel</p> <p>Due Date: Wednesday 9 Jul 2014</p>	<p>Proposed changes to staff Terms and Conditions</p> <p>This report outlines the discussions that have taken place with the trade unions in the 2014/15 pay negotiations and seeks final approval for the contractual changes agreed.</p>		<p>Dena Smart, Head of Human Resources Denasmart@maidstone.gov.uk</p>	<p>Public</p>	<p>Proposed changes to staff Terms and Conditions</p>

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)
Cobtree Manor Estate Charity Committee Due Date: Wednesday 9 Jul 2014	Cobtree Manor Estate Risk Management Annual Review 2014 An update of the risk management report.		Joanna Joyce joannajoyce@maidstone.gov.uk	public	Cobtree Manor Estate Risk Management Annual Review 2014 Cobtree Manor Estate Risk Management Annual Review 2014
Cobtree Manor Estate Charity Committee Due Date: Wednesday 9 Jul 2014	Cobtree Estate Update Report An update on the ongoing works across the estate		Joanna Joyce joannajoyce@maidstone.gov.uk	Public	Cobtree Estate Update Report Cobtree Estate Update Report
Audit Committee Due Date: Monday 14 Jul 2014	Statement of Accounts 2013/14 Draft Statement 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Statement of Accounts 2013/14
Audit Committee Due Date: Monday 14 Jul 2014	External Audit Fee 2014/15 External Audit Fee 2014/15		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	External Audit Fee 2014/15
Audit Committee Due Date: Monday 14 Jul 2014	Treasury Management Performance 2014 15 This report sets out the activities of the Treasury Management function for the 2014 15 financial year.		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Performance 2014 15

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)
Audit Committee Due Date: Monday 14 Jul 2014	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance.		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Local Code of Corporate Governance
Audit Committee Due Date: Monday 14 Jul 2014	Annual Governance Statement To consider the draft Annual Governance Statement for 2013/14		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Governance Statement
Cabinet Member for Economic and Commercial Development Due Date: Friday 18 Jul 2014	Maidstone Museums' Collections Development Policy 2013 - 2018 To consider the approval of a revised Collections Development Policy for the Council's museums	KEY Reason: Policies, Plans, Strategies	Dawn Hudd dawnhudd@maidstone.gov.uk	Public	Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018

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)
<p>Council</p> <p>Due Date: Wednesday 23 Jul 2014</p>	<p>Overview and Scrutiny Annual Report 2013-14</p> <p>2013-14 Annual Report for the Overview and Scrutiny Committees</p>		<p>Tessa Mallett tessamallett@maidstone.gov.uk</p>	<p>Public</p>	<p>Overview and Scrutiny Annual Report 2013-14</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 25 Jul 2014</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p> <p>Approval of write offs for irrecoverable debts of Council Tax, Business Rates and Housing Benefit Overpayments</p>		<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 25 Jul 2014</p>	<p>Discretionary Housing Payment</p> <p>Future policy for the award of discretionary housing payments.</p>		<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>Public</p>	<p>Discretionary Housing Payment</p>

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)
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 25 Jul 2014</p>	<p>Coxheath Neighbourhood Plan</p> <p>Coxheath Parish Council's neighbourhood plan has been published by MBC for formal public consultation in accordance with Reg.16 of the Neighbourhood Planning Regulations 2012.</p>	<p>KEY</p> <p>Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Planning and Development</p> <p>Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Coxheath Neighbourhood Plan</p>
<p>Leader of the Council</p> <p>Due Date: Friday 25 Jul 2014</p>	<p>Data Quality Policy Review 2013</p> <p>Review of council's data quality policy</p>	<p>KEY</p> <p>Reason: changes to policy</p>	<p>Clare Wood</p> <p>clarewood@maidstone.gov.uk</p>	<p>Public</p>	<p>Data Quality Policy Review 2013</p> <p>Data Quality Policy Review 2013</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 1 Aug 2014</p>	<p>Homelessness Strategy 2014-19</p> <p>Adoption of a new Homelessness Strategy.</p>	<p>KEY</p> <p>Reason: Affects more than 1 ward</p>	<p>John Littlemore, Head of Housing & Community Services</p> <p>johnlittlemore@maidstone.gov.uk</p>	<p>Public</p>	<p>Homelessness Review - January 2014</p> <p>Homelessness Strategy 2014-19</p> <p>Appendix 1: Draft Homelessness Strategy 2014-19</p>

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 Due Date: Wednesday 13 Aug 2014	Budget Monitoring - 1st Quarter 2014/15 Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring - 1st Quarter 2014/15
Leader of the Council Due Date: Before Friday 29 Aug 2014	Equality Objective Update 2013/14 Update on progress towards equality objectives		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Equality Objective Update 2013/14
Cabinet Member for Corporate Services Due Date: Friday 12 Sep 2014	Bankruptcy Policy for Council Tax and Business Rates Debt The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.	KEY Reason: Policies, Plans, Strategies	Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Bankruptcy Policy for Council Tax and Business Rates Debt

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)
Audit Committee Due Date: Monday 15 Sep 2014	External Auditor's Audit Findings Report 2013/14 External Auditor's Audit Findings Report 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	External Auditor's Audit Findings Report 2013/14
Cabinet Member for Corporate Services Due Date: Friday 26 Sep 2014	Lease of Giddyhorn Lane Tennis Courts Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playing Fields		Lucy Stroud lucystroud@maidstone.gov.uk	Private because of commercially sensitive information.	Lease of Giddyhorn Lane Tennis Courts
Cabinet Due Date: Wednesday 12 Nov 2014	Budget Monitoring 2nd Quarter 2014/15 Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring 2nd Quarter 2014/15
Cabinet Due Date: Wednesday 12 Nov 2014	Council Tax 2015 16 Collection Fund Adjustments To agree the levels of Collection Fund adjustment	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Council Tax 2015 16 Collection Fund Adjustments

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 Due Date: Wednesday 12 Nov 2014	Council Tax Tax Base 2015 16 To advise Members of the information currently available on the Tax Base for 2015 16 for Council Tax purposes.		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Council Tax Tax Base 2015 16
Audit Committee Due Date: Monday 24 Nov 2014	Treasury Management Strategy Mid Year Performance 2014 15 This report sets out the activities of the Treasury Management Function for 2014 15 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@maidstone.gov.uk	Public	Treasury Management Strategy Mid Year Performance 2014 15
Audit Committee Due Date: Monday 24 Nov 2014	Treasury Management Strategy 2015 16 To consider future Treasury Management Strategy for 2015 16		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Strategy 2015 16

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 Due Date: Wednesday 17 Dec 2014	Budget Strategy 2015 16 Onwards To agree a draft Council Tax and Budget Strategy for 2015 16 Onwards	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2015 16 Onwards
Cabinet Due Date: Wednesday 17 Dec 2014	Budget Strategy 2015 16 Fees & Charges To consider the appropriate level of fees and charges for 2015 16 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@maidstone.gov.uk	Public	Budget Strategy 2015 16 Fees & Charges

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)
<p>Cabinet</p> <p>Due Date: Wednesday 11 Feb 2015</p>	<p>Budget Strategy 2015 16 Onwards</p> <p>Agree proposed General Fund revenue and capital estimates for 2015 16 and revised figures for 2014 15 in accordance with the Budget Strategy and Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to Council.</p>	<p>KEY</p> <p>Reason: Expenditure > £250,000</p>	<p>Paul Riley, Head of Finance & Customer Services</p> <p>paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Strategy 2015 16 Onwards</p>
<p>Cabinet</p> <p>Due Date: Wednesday 11 Feb 2015</p>	<p>Budget Monitoring 3rd Quarter 2014/15</p> <p>Revenue and capital budget monitoring update</p>		<p>Paul Riley, Head of Finance & Customer Services</p> <p>paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Monitoring 3rd Quarter 2014/15</p>

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)
<p>Cabinet</p> <p>Due Date: Wednesday 11 Feb 2015</p>	<p>Treasury Management Strategy 2015 16</p> <p>Review Treasury Management for 2014 15 and consider future Treasury Management Strategy for 2015 16. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.</p>	<p>KEY</p> <p>Reason: Expenditure > £250,000</p>	<p>Paul Riley, Head of Finance & Customer Services</p> <p>paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Treasury Management Strategy 2015 16</p>
<p>Council</p> <p>Due Date: Wednesday 25 Feb 2015</p>	<p>Strategic Plan 2015/2020</p> <p>This document sets out what the council wants to achieve and how it will be achieved.</p>	<p>KEY</p> <p>Reason: Policy Framework Document</p>	<p>Angela Woodhouse, Head of Policy and Communications</p> <p>angelawoodhouse@maidstone.gov.uk</p>	<p>Public</p>	<p>Strategic Plan 2015/2020</p>