



# LIST OF FORTHCOMING DECISIONS

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# Appendix C- List of Forthcoming Decisions

## 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

## **Appendix C- List of Forthcoming Decisions**

- 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](mailto: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](http://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](http://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.

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### WHO ARE THE CABINET?



**Councillor Annabelle Blackmore**  
Leader of the Council  
[annabelleblackmore@maidstone.gov.uk](mailto:annabelleblackmore@maidstone.gov.uk)  
Tel: 01622 833299



**Councillor David Burton**  
Cabinet Member for Planning, Transport and  
Development  
[davidburton@maidstone.gov.uk](mailto:davidburton@maidstone.gov.uk)  
Tel: 07590 229910



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



**Councillor Marion Ring**  
Cabinet Member for Environment and Housing  
[marionring@maidstone.gov.uk](mailto:marionring@maidstone.gov.uk)  
Tel: 01622 686492



**Councillor Steve McLoughlin**  
Cabinet Member for Corporate Services  
[stevemcloughlin@maidstone.gov.uk](mailto:stevemcloughlin@maidstone.gov.uk)  
Tel: 07711 565489



**Councillor John Perry**  
Cabinet Member for Community and Leisure  
Services  
[johnperry@maidstone.gov.uk](mailto:johnperry@maidstone.gov.uk)  
Tel: 07770 734741

### 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)
<p><b>Cabinet</b></p> <p>Due Date: Wednesday 13 Aug 2014</p>	<p>Annual Report 2013-14</p> <p>The annual report will set out what we we achieved in 2013-14 to deliver our priorities and share some of our key activities for the year 2014-15.</p>		<p>Angela Woodhouse, Head of Policy and Communications  <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Annual Report 2013-14</p>
<p><b>Cabinet</b></p> <p>Due Date: Wednesday 13 Aug 2014</p>	<p>Commercialisation Strategy</p> <p>The report asks Cabinet to adopt the draft Commercialisation Strategy.</p>		<p>Dawn Hudd  <a href="mailto:dawnhudd@maidstone.gov.uk">dawnhudd@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Commercialisation Strategy            Cabinet Report ComStrat.doc            Commercialisation Strategy</p>
<p><b>Cabinet Member for Economic and Commercial Development</b></p> <p>Due Date: Friday 22 Aug 2014</p>	<p>Maidstone Museums' Collections Development Policy 2013 - 2018</p> <p>To consider the approval of a revised Collections Development Policy for the Council's museums</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Dawn Hudd  <a href="mailto:dawnhudd@maidstone.gov.uk">dawnhudd@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Maidstone Museums' Collections Development Policy 2013-2018            Maidstone Museums' Collections Development Policy 2013-2018</p>

Forthcoming Decisions  
August 2014 - February 2015

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<b>Cabinet</b>  Due Date: Wednesday 8 Oct 2014	Maidstone Enterprise Hub  Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek <a href="mailto:karenfrank@maidstone.gov.uk">karenfrank@maidstone.gov.uk</a>	Public	Maidstone Enterprise Hub

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<p><b>Cabinet</b></p> <p>Due Date: Wednesday 17 Dec 2014</p>	<p>Budget Strategy 2015 16 Fees &amp; Charges</p> <p>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.</p>	<p>KEY Reason: Fees &amp; Charges</p>	<p>Paul Riley, Head of Finance &amp; Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a></p>	<p>Public</p>	<p>Budget Strategy 2015 16 Fees &amp; Charges</p>