

OVERVIEW & SCRUTINY COMMITTEE MEETING

Date: Tuesday 19 December 2023
Time: 6.30 pm
Venue: Town Hall, High Street Maidstone

Membership:

Councillors Mrs Blackmore, Cannon, Clark, Cleator (Vice-Chairman), Conyard, Eagle, English (Chairman), Mrs Gooch, Hastie, Hinder, Round, S Thompson and Webb

The Chairman will assume that all Members will read the reports before attending the meeting. Officers are asked to assume the same when introducing reports.

<u>AGENDA</u>	<u>Page No.</u>
1. Apologies for Absence	
2. Notification of Substitute Members	
3. Urgent Items	
4. Notification of Visiting Members	
5. Disclosures by Members and Officers	
6. Disclosures of Lobbying	
7. To consider whether any items should be taken in private because of the possible disclosure of exempt information	
8. Minutes of the Meeting Held on 21 November 2023	1 - 6
9. Presentation of Petitions (if any)	
10. Question and Answer session for Local Residents (if any)	
11. Questions from Members to the Chairman (if any)	
12. Cabinet Forward Plan	7 - 23
13. Committee Work Programme	24 - 25
14. Briefing Note - Environmental and Waste Crime Enforcement Review	26 - 29

Issued on Monday 11 December 2023

Continued Over/:

Alison Broom

Alison Broom, Chief Executive

INFORMATION FOR THE PUBLIC

In order to ask a question at this meeting, please call **01622 602899** or email committee@maidstone.gov.uk by 5 p.m. one clear working day before the meeting (i.e. by 5 p.m. on Friday 15 December 2023). You will need to provide the full text in writing.

If your question is accepted, you will be provided with instructions as to how you can access the meeting.

In order to make a statement in relation to an item on the agenda, please call **01622 602899** or email committee@maidstone.gov.uk by 4 p.m. one clear working day before the meeting (i.e. by 4 p.m. on Friday 15 December 2023). You will need to tell us which agenda item you wish to speak on.

If you require this information in an alternative format please contact us, call **01622 602899** or email committee@maidstone.gov.uk.

To find out more about the work of the Committee, please visit the [Council's Website](#).

MAIDSTONE BOROUGH COUNCIL

OVERVIEW & SCRUTINY COMMITTEE

MINUTES OF THE MEETING HELD ON TUESDAY 21 NOVEMBER 2023

Attendees:

Committee Members:	Councillors English (Chairman), Mrs Blackmore, Clark, Cleator, Conyard, Eagle, Hastie, Hinder, S Thompson and Webb
Cabinet Members:	Councillors Cooper (Cabinet Member for Planning, Infrastructure and Economic Development) and Garten (Cabinet Member for Environmental Services)

16. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Cannon, Gooch and Round.

17. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute members.

18. URGENT ITEMS

The Chairman stated that there was an urgent update to Item 14 – Committee Work Programme, which had been accepted as it contributed to the item’s consideration.

19. NOTIFICATION OF VISITING MEMBERS

There were no Visiting Members.

20. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

21. DISCLOSURES OF LOBBYING

There were no disclosures of lobbying.

22. EXEMPT ITEMS

RESOLVED: That all items on the agenda be taken in public as proposed.

23. MINUTES OF THE MEETING HELD ON 19 SEPTEMBER 2023

The Principal Democratic Services Officer confirmed that the ‘Kent Minerals and Waste Plan – MBC response’ decision had not been implemented before the call-in meeting, held in September 2023. The previous request to include the name of the item in paragraph 1, Minute 81 was noted.

It was also requested that the decision's implementation date be included in the minutes, alongside the correction of a spelling error.

RESOLVED: That the Minutes of the meeting held on 19 September 2023 be approved as a correct record and signed, subject to the following changes to Minute 81

1. The correction of a spelling error on page 3, replacing 'exiting' with 'existing';
2. The inclusion of the title of the item and date that the response was sent to Kent County Council in paragraph 1, to read:

'The Principal Democratic Services Officer introduced the report, with the Committee asked to consider the call-in request received against the decision made by the Cabinet Member for Planning, Infrastructure and Economic Development on the '*Kent Minerals and Waste Plan – MBC response*', shown respectively at Appendices 1 and 2 to the report. *The decision had been implemented from the 26 September 2023*'.

24. MINUTES OF THE MEETING HELD ON 17 OCTOBER 2023

RESOLVED: That the Minutes of the meeting held on 17 October 2023 be approved as a correct record and signed.

25. PRESENTATION OF PETITIONS

There were no petitions.

26. QUESTION AND ANSWER SESSION FOR LOCAL RESIDENTS

There were no questions from Local Residents.

27. QUESTIONS FROM MEMBERS TO THE CHAIRMAN

There were no questions from Members.

28. CABINET FORWARD PLAN

The Principal Democratic Services Officer outlined the changes made to the Cabinet Forward Plan following its republication, in case the Committee wished to conduct pre-decision scrutiny on any of the items.

RESOLVED: That the Cabinet Forward Plan be noted.

29. COMMITTEE WORK PROGRAMME

Councillor Clark introduced the scope put forward for the Integrated Transport Strategy (ITS) Review on behalf of the Members that submitted the proposal. The reasons for the proposals included that; developer and other funding contributions had been secured to deliver various schemes within the ITS; many schemes had not been delivered; whilst Kent County Council (KCC) was responsible for the infrastructure delivery, the Council was not taking ownership of traffic mitigation

measures; the ITS was considered by the Inspector alongside the adopted Local Plan, as mitigation measures against the housing proposed.

In response to questions, the Cabinet Member for Planning, Infrastructure and Economic Development advised that the Cabinet would begin reviewing the ITS after the adoption of the ongoing Local Plan Review, which would likely take place in January 2023. The Chief Executive advised that the ITS review would be guided by principles, with the next steps and guiding principles having been outlined in the report concerning the Council's response to KCC's Local Transport Plan Consultation. The review would involve a period of research and development which the Committee could engage with, as opposed to being able to conduct pre-decision scrutiny at that early stage. Reviewing the ITS before the LPRs adoption could negatively impact its adoption.

The Committee expressed support for reviewing the ITS as outlined in the urgent update but felt that the review should take place after the LPR was adopted.

RESOLVED: That a review into the Integrated Transport Strategy be conducted following the adoption of the Local Plan Review.

30. WATER MANAGEMENT CYCLE REVIEW - CABINET RESPONSE (SCRAIP)

The Cabinet Member for Planning, Infrastructure and Economic Development introduced the item, with the Cabinet's response to each individual recommendation included in the SCRAIP. Some of the recommendations were not felt to be feasible following discussions with the Strategic Planning Team.

The Chairman stated that the response provided was an improvement upon the draft Cabinet response published in September 2023. It was noted that some of the actions had been agreed, and some had possible future suggestions included, providing an opportunity for the actions to be revisited in future.

RESOLVED: That the Water Management Cycle Review - Cabinet Response (SCRAIP) be noted.

31. ENVIRONMENTAL AND WASTE CRIME ENFORCEMENT REVIEW

The Chairman welcomed the returning witnesses to the review, which were:

- Councillor Garten, Cabinet Member for Environmental Services
- Jennifer Stevens, Head of Environmental Services and Public Realm
- John Edwards, Public Realm Operations Manager
- Carl McIvor, Waste Crime Manager

The Head of Environmental Services and Public Realm referenced the briefing note provided to the Committee, which had been produced following the discussion had and suggestions made at the previous meeting. Further areas where Member feedback was sought included the Waste Crime Team's (the team's) prioritisation of responsibilities, social media usage, and the use of different approaches to enforcement, such as via pilot schemes.

The Committee supported an increased social media presence to deter fly-tippers and encourage Local Residents to use the appropriate services. In response to questions:

- The Head of Environmental Services and Public Realm stated that the Team often checked an individual's waste carrying licence when they were made aware of collections organised through social media, however it was relatively easy to obtain these licences, even though some individuals did not dispose of the waste properly. The Government was looking to introduce a requirement to evidence competency before a licence was granted to address the issue.

The Team was looking to create a presence on social media, with an appropriate Officer to conduct pre-emptive checks to provide individuals with the right information on waste disposal, before fly-tipping occurred. Intelligence was also shared between the Team and Kent County Council's Trading Standards data analysts, to assist in addressing fly-tipping, and it was noted that the Team had also conducted joint operations with the police in stopping vehicles carrying waste; and

- The Cabinet Member emphasised the importance of intelligence sharing, with Members and Parish Councils advised to pass any information to either himself and/or the Team to address the matter. The importance of publicising successful enforcement action was reiterated.

In relation to pilot schemes:

- Several Members suggested that possible locations should include the High Street and East Wards, given the close proximity of properties within those areas reducing travel distance, the insufficient waste provision at the building adjacent to Albion Place and vandalism experience to locked waste facilities in the area. The Committee was asked to inform the Officers if there were any further suggestions;
- It was suggested that Medway Council should be asked to provide information and figures on its approach in removing the charge for bulky waste collections, to ascertain if there is a reduction in both fly-tipping and enforcement action in response; if so, this could be trialled in an area within Maidstone; and
- The Head of Environmental Services and Public Realm stated that the Team was bidding for external funding, which would be used to suggest joint working with other Local Authorities (LA) bordering Maidstone to address fly-tipping across LA boundaries; fly-tipping hot spots such as Yelstead Lane and the Stockbury Area were given as examples.

Several Members questioned the services provided, and how the Team worked with other Council Teams. In response the Waste Crime Manager stated that the Team were conversing with Housing Management agents to address littering, recycling and waste concerns. Recently, Kent House had been contacted on that basis, with a management company identified and the waste successfully cleared. Education and preventative actions were important, with this initially being provided by the Waste Management Team before matters were passed to the Waste Crime Team for further escalation when required, such as Community Protection Warning (CPW) and Community Protection Notices (CPN); The Head of

Environmental Services and Public Realm stated that moving forward, the work undertaken by both teams could be better publicised, to prevent the messages being lost.

In response to further questions, the Head of Environmental Services and Public Realm stated that:

- Collaborative working also took place with the Revenues and Benefits Service, in that buildings producing waste were checked to see whether Council Tax was being paid on the property and if not, that service was informed;
- The Team were consulted on planning applications of 10 or more properties, with a developers guide in place although this was not adhered to strictly. For example, the Council's standard was for each individual properties to have its own collection bins, however communal areas were difficult to manage given there was no specifically accountable individual. The Committee's previous review on the Waste Strategy had identified further actions to address waste collection concerns, with efforts being made to include further planning conditions relating to waste provision;
- It was not practical to revive the Saturday Freighter Services, as it was costly, did not comply with existing legislation, for example all waste was placed in landfill rather than being separated, and requirements to separate waste were likely to increase in the future;
- The Council was looking to conduct re-use and recycling roadshows with the new waste contract operator (SUEZ) once operational, which could look to collect small electronic items and textiles for those purposes. SUEZ were also working with Demelza House to introduce a re-use site.
- As household waste recycling centres would no longer be able to charge for certain DIY waste, it was expected that KCC would provide a free collections service. An update would be given when available.

In response to questions on addressing fly-tipping in rural areas, the Public Realm Operations Manager acknowledged that it was a problem, with a substantial increase in the income generated by the Council's commercial collection service in the past 18 months in response to clearing fly tipping blocking the highway which is KCC's responsibility to remove and for which MBC contract the work. Mobile CCTV units were in use, with staff undergoing drone training in the next week. To have a greater impact, semi-permanent or permanent CCTV units were needed as fly-tipping occurred regularly, but this would require additional funding. The Cabinet Member stated that where an area was identified as a fly-tipping hotspot, cameras could be deployed, with Members and Parish Councils encouraged to report concerns.

In response to questions on budgetary pressures and the service's continuation:

- The Cabinet Member stated that opposing technologies posed challenges to the service, such as camera thefts. A briefing was suggested for the Committee, to provide further information on the technology and equipment available; this could include a visit to the Depot to view the

technology in use. The Cabinet Member wished for the Team to remain self-sustaining whilst expanding;

- The Head of Environmental Services and Public Realm stated that since the agenda's publication, it had been confirmed that if successful, the external funding bid was for materials and communications only, not staffing. If the bid was unsuccessful, the Team would have to submit a capital funding bid to support technology and equipment provision similarly to the Street Cleaning Team. This would likely be for £40,000, to be spent across three years; £20,000 for year 1, and £10,000 for years two and three. In monitoring the funding's success, reports outlining the funding's use could be presented to the relevant Policy Advisory Committee and Cabinet Member.

Support was expressed for the proposed alternative if required and the Team's current prioritisation of responsibilities. The Committee further requested that a letter be sent by the Cabinet Member and the Committee Chairman to Medway and Kent County Councils, urging them to reconsider their policy of charging non-residents for using their HWRCs and instead propose an alternative practical solution. This was as some residents now had to travel much longer distances than before to properly dispose of their waste.

In preparation for the review's conclusion, the following suggestions were made, that:

- High Street and East Wards be considered for pilot schemes;
- Medway Council be asked to provide information and figures on whether removing the charge for bulky waste collections impacted fly-tipping and enforcement action;
- If required, a capital funding bid be submitted to support the Team in obtaining technology to support the service's reach;
- The process of educating and informing organisation and residents, through to enforcement action, be provided to the Committee outlining which Officers to report the matter to at each stage;
- A briefing to be provided to the Committee on the technology available to the Team; and
- A letter be sent by the Cabinet Member and the Committee Chairman to Medway and Kent County Councils, urging them to re-consider the charging policy for residents of other boroughs in using their HWRCs.

RESOLVED: That the evidence collection stage of the review be concluded.

32. DURATION OF MEETING

6.30 p.m. to 7.51 p.m.

MAIDSTONE BOROUGH COUNCIL FORWARD PLAN FOR THE FOUR MONTH PERIOD DECEMBER 2023 TO 31 MARCH 2024

This Forward Plan sets out the details of the key and non-key decisions which the Cabinet or Cabinet Members expect to take during the next four-month period.

A Key Decision is defined as one which:

1. Results in the Council incurring expenditure, or making savings, of more than £250,000; or
2. Is significant in terms of its effects on communities living or working in an area comprising two or more Wards in the Borough

The current Cabinet Members are:

7	 Councillor David Burton Leader of the Council DavidBurton@maidstone.gov.uk 07590 229910	 Councillor Paul Cooper Deputy Leader and Cabinet Member for Planning, Infrastructure and Economic Development PaulCooper@Maidstone.gov.uk 01622 244070	 Councillor John Perry Cabinet Member for Corporate Services JohnPerry@Maidstone.gov.uk 07770 734741
	 Councillor Claudine Russell Cabinet Member for Communities, Leisure and Arts ClaudineRussell@Maidstone.gov.uk	 Councillor Patrik Garten Cabinet Member for Environmental Services PatrikGarten@Maidstone.gov.uk 01622 807907	 Councillor Lottie Parfitt-Reid Cabinet Member for Housing and Health LottieParfittReid@Maidstone.gov.uk 07919 360000

Anyone wishing to make representations about any of the matters listed below may do so by contacting the relevant officer listed against each decision, within the time period indicated.

Under the Access to Information Procedure Rules set out in the Council's Constitution, a Key Decision or a Part II decision may not be taken, unless it has been published on the forward plan for 28 days or it is classified as urgent:

The law and the Council's Constitution provide for urgent key and part II decisions to be made, even though they have not been included in the Forward Plan.

Copies of the Council's constitution, forward plan, reports and decisions may be inspected at Maidstone House, King Street, Maidstone, ME15 6JQ or accessed from the [Council's website](#).

Members of the public are welcome to attend meetings of the Cabinet which are normally held at the Town Hall, High St, Maidstone, ME14 1SY. The dates and times of the meetings are published on the [Council's Website](#), or you may contact the Democratic Services Team on telephone number **01622 602899** for further details.

David Burton
Leader of the Council

Details of the Decision to be taken	Decision to be taken by	Relevant Cabinet Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
<p>Statement of Common Ground - Lower Thames Crossing</p> <p>To seek approval of the draft Statement of Common Ground (SoCG) which summarises the key strategic matters between Maidstone Borough Council and National Highways (Exempt Appendix 1 to the report).</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 7th Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Statement of Common Ground - Lower Thames Crossing	<p>Erik Nilsen</p> <p>ErikNilsen@Maidstone.gov.uk</p>
<p>Marden Conservation Appraisal and Management Plan</p> <p>To seek approval of the Marden Conservation Area Appraisal and Management Plan documents for public consultation purposes.</p>	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 7 Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Marden Conservation Appraisal and Management Plan	<p>Jeremy Fazzalero</p> <p>Principle Conservation Officer</p> <p>jeremyfazzalero@maidstone.gov.uk</p>

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<p>Cap on Safe and Legal Routes Government Consultation</p> <p>The Government has asked all local authorities in England to respond to a consultation on the figure they consider to be a suitable cap on the number of refugee households that can be accommodated after 2025 in their district.</p>	Leader of the Council	Leader of the Council	Before 15 Dec 2023	No	No	Housing, Health and Environment Policy Advisory Committee 12 Dec 2023	Cap on Safe and Legal Routes Government Consultation	<p>John Littlemore</p> <p>Head of Housing & Regulatory Services</p> <p>johnlittlemore@maidstone.gov.uk</p>
2nd Quarter Finance, Performance and Risk Monitoring Report	Cabinet	Cabinet Member for Corporate Services.	20 Dec 2023	No	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee 8 Nov 2023</p> <p>Housing, Health and Environment Policy Advisory Committee 14 Nov 2023</p>	2nd Quarter Finance, Performance and Risk Monitoring Report	<p>Paul Holland, Adrian Lovegrove</p> <p>Head of Finance</p> <p>paulholland@maidstone.gov.uk, adrianlovegrove@maidstone.gov.uk</p>

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						Communities, Leisure and Arts Policy Advisory Committee 5 Dec 2023 Corporate Services Policy Advisory Committee 13 Dec 2023		
Equality, Diversity and Inclusion - Annual Update	Cabinet	Cabinet Member for Communities, Leisure and Arts	20 Dec 2023	No	No Open	Communities, Leisure and Arts Policy Advisory Committee 5 Dec 2023	Equality, Diversity and Inclusion - Annual Update	Orla Sweeney, Anna Collier orlasweeney@maidstone.gov.uk, annacollier@maidstone.gov.uk
Fees and Charges 2024/25 F&Cs for the PAC that will be used to charge for services in 24/25	Cabinet	Cabinet Member for Corporate Services.	20 Dec 2023	Yes	No Open	Communities, Leisure and Arts Policy Advisory Committee 5 Dec 2023 Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Fees and Charges 2024/25 CS PAC	Adrian Lovegrove Head of Finance adrianlovegrove@maidstone.gov.uk

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						Housing, Health and Environment Policy Advisory Committee 12 Dec 2023 Corporate Services Policy Advisory Committee 13 Dec 2023		
Town Centre Strategy Update 12 This report provides an update on the preparation of the Maidstone Town Centre Strategy and sets out the proposed next steps.	Cabinet	Leader of the Council	20 Dec 2023	No	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Town Centre Strategy Update	Karen Britton karenbritton@maidstone.gov.uk
Kent Cycling and Walking Infrastructure Plan Kent County Council (KCC) is consulting on a Kent Cycling & Walking Infrastructure Plan	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Before 31 Dec 2023	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 7 Dec 2023	Kent Cycling and Walking Infrastructure Plan	Tom Gilbert tomgilbert@maidstone.gov.uk

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(KCWIP). The consultation on the KCWIP runs from 1 November 2023 to 10 January 2024.								
Over-arching Conservation Management Plan The over-arching Conservation Area Management Plan has been drafted to address concerns that there was limited guidance on conservation areas that do not have either a conservation area appraisal or management plan.	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 10 Jan 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024	Over-arching Conservation Management Plan	Janice Gooch JaniceGooch@Maidstone.gov.uk
Staplehurst Conservation Appraisal and Management Plan	Cabinet Member for Planning, Infrastructure and Economic Development	Cabinet Member for Planning, Infrastructure and Economic Development	Not before 10 Jan 2024	Yes	No	Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024	Staplehurst Conservation Appraisal and Management Plan	Janice Gooch JaniceGooch@Maidstone.gov.uk

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<p>1,000 Homes Update</p> <p>This report provides a review of the progress made towards achieving the delivery of the Council's various housing development programmes</p>	Cabinet	Cabinet Member for Housing and Health	24 Jan 2024	No	No Open	Housing, Health and Environment Policy Advisory Committee 16 Jan 2024	1,000 Homes Update	<p>William Cornall</p> <p>Director of Regeneration & Place</p> <p>williamcornall@maidstone.gov.uk</p>
<p>Archbishops palace</p> <p>agreement for lease looking for agreement to move forward with a potential tenant for the palace</p>	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Part exempt	Corporate Services Policy Advisory Committee 17 Jan 2024	Archbishops palace agreement for lease	<p>Deborah Turner</p> <p>deborahturner@maidstone.gov.uk</p>
<p>Bearsted Road Improvements Maidstone Borough Council Contribution</p> <p>To recommend and seek approval that the Council uses £500,000 from the North Kent Enterprise Zone (Kent Medical Campus) retained business rates to match investment from the</p>	Cabinet	Cabinet Member for Planning, Infrastructure and Economic Development	24 Jan 2024	Yes	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024	Bearsted Road Improvements Maidstone Borough Council Contribution	<p>Chris Inwood</p> <p>chrisinwood@maidstone.gov.uk</p>

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National Productivity Fund secured by Kent Council to ensure the Bearsted Road improvement works are started and completed.								
Procurement Strategy and Policy Changes Procurement Strategy for 2023 to 2026 and Policy Changes to amend the approval levels for procurement. The approval levels will need to be amended within the Constitution.	Cabinet	Cabinet Member for Corporate Services	24 Jan 2024	No	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Procurement Strategy and Policy Changes	Adrian Lovegrove Head of Finance adrianlovegrove@m aidstone.gov.uk
Elephant House A report on the Elephant House at Cobtree Manor Park	Cobtree Manor Estate Charity Committee	The Leader of the Council	24 Jan 2024	No	No Part exempt	Cobtree Manor Estate Charity Committee 24 Jan 2024	Elephant House	Mike Evans mikeevans@maids tone.gov.uk

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<p>Community Infrastructure Round 1 Process Review and Round 2 Bid Prospectus and Programme</p> <p>Report on the 1st round of CIL bidding and revised prospectus for the 2nd round of bidding with timetable/programme</p>	Cabinet	Cabinet Member for Planning, Infrastructure and Economic Development	24 Jan 2024	Yes	No Open	Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024	Community Infrastructure Round 1 Process Review and Round 2 Bid Prospectus and Programme	<p>Carole Williams, Rob Jarman</p> <p>Head of Development Management</p> <p>carolewilliams@maidstone.gov.uk, Robjarman@maidstone.gov.uk</p>
<p> Council Tax Base 2024/25 and Collection Fund Adjustment.</p> <p>Report setting what the 24/25 C/tax base and collection fund. Used to set the amount of Council Tax and is a statutory requirement.</p>	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Council Tax Base 2024/25 and Collection Fund Adjustment.	<p>Adrian Lovegrove</p> <p>Head of Finance</p> <p>adrianlovegrove@maidstone.gov.uk</p>
Homelessness and Rough Sleeping Strategy 2024-2029 - Initial priorities and feedback	Cabinet	Cabinet Member for Housing and Health	24 Jan 2024	Yes	No Open	Housing, Health and Environment Policy Advisory Committee 16 Jan 2024	Homelessness and Rough Sleeping Strategy 2024-2029 - Initial priorities and	<p>Hannah Gaston</p> <p>hannahgaston@maidstone.gov.uk</p>

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Delivering the new strategic priorities for the Council in relation to homelessness and rough sleeping. A review of the themes and priorities for the Council.							feedback	
Maidstone Leisure Centre - Leisure Services Contract Report on Maidstone Leisure Centre	Cabinet	Cabinet Member for Communities, Leisure and Arts	24 Jan 2024	Yes	No Part exempt	Communities, Leisure and Arts Policy Advisory Committee 9 Jan 2024	Maidstone Leisure Centre	Mike Evans Mikeevans@maidstone.gov.uk
Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and Final Saving Proposals Details of the proposed budget for 2024/25. Revenue budget including savings and updates on government financial settlements and C/Tax increases. Capital programme for 2024/2029	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Medium Term Financial Strategy 2024 to 2029 - Funding Settlement and Final Saving Proposals	Adrian Lovegrove, Mark Green Head of Finance, Director of Finance, Resources & Business Improvement adrianlovegrove@maidstone.gov.uk, markgreen@maidstone.gov.uk

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<p>Medium Term Financial Strategy 2024 to 2029 - Capital Programme</p> <p>Detail of the 10 year capital programme for inclusion in the budget for 2024/25 onwards.</p> <p>18</p>	Cabinet	Cabinet Member for Corporate Services.	24 Jan 2024	Yes	No Open	<p>Corporate Services Policy Advisory Committee 17 Jan 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 9 Jan 2024</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 10 Jan 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 16 Jan 2024</p> <p>Overview and Scrutiny Committee 23 Jan 2024</p>	Medium Term Financial Strategy 2024 to 2029 - Capital Programme	<p>Adrian Lovegrove, Paul Holland</p> <p>Head of Finance,</p> <p>adrianlovegrove@maidstone.gov.uk, paulholland@maidstone.gov.uk</p>

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<p>Provision of Wheeled Bins</p> <p>Summary of the policy for charging for replacement and new wheeled bins and review of recent developments to the policy.</p>	Cabinet	Cabinet Member for Environmental Services	24 Jan 2024	No	No Open	Housing, Health and Environment Policy Advisory Committee 16 Jan 2024	Provision of Wheeled Bins	<p>Jennifer Stevens</p> <p>Head of Environmental Services & Public Realm</p> <p>jenniferstevens@maidstone.gov.uk</p>
<p>Parish Charter Review</p> <p>Review of Parish Charter</p>	Cabinet Member for Communities, Leisure and Arts	Cabinet Member for Communities, Leisure and Arts	Not before 6 Feb 2024	Yes	No	Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024	Parish Charter Review	<p>Orla Sweeney, Anna Collier</p> <p>orlasweeney@maidstone.gov.uk, annacollier@maidstone.gov.uk</p>
<p>3rd Quarter Finance, Performance and Risk Monitoring Report</p>	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	<p>Corporate Services Policy Advisory Committee 5 Feb 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024</p>	3rd Quarter Finance, Performance and Risk Monitoring Report	<p>Adrian Lovegrove, Paul Holland</p> <p>Head of Finance,</p> <p>adrianlovegrove@maidstone.gov.uk, paulholland@maidstone.gov.uk</p>

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
20						<p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p> <p>Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024</p>		
Biodiversity and Climate Change Action Plan Update	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	<p>Corporate Services Policy Advisory Committee 5 Feb 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p>	Biodiversity and Climate Change Action Plan Update	<p>James Wilderspin</p> <p>Biodiversity and Climate Change Manager</p> <p>jameswilderspin@m aidstone.gov.uk</p>

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
						Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024		
<p>Discretionary Rate Relief Policy</p> <p>N The Government has changed the backdating of Discretionary Rate Relief giving authorities discretion on backdating claims. This report seeks approval of changes to the policy. This will be a Full Council decision</p>	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Open	Corporate Services Policy Advisory Committee 17 Jan 2024	Discretionary Rate Relief Policy	<p>Zoe Kent</p> <p>Interim Head of Revenues & Benefits</p> <p>zoekent@swale.gov.uk</p>
<p>Housing Revenue Account</p> <p>The report sets out the options for management and financial accounting of the 1,000 new affordable homes.</p>	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	Yes	No Open	Corporate Services Policy Advisory Committee 5 Feb 2024	Housing Revenue Account	<p>John Littlemore</p> <p>Head of Housing & Regulatory Services</p> <p>johnlittlemore@maidstone.gov.uk</p>

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
<p>Shared Revenues and Benefits Service –</p> <p>Consideration of expansion Report for the approval of Swale Borough Council joining the Mid Kent Revenues and Benefits Service</p>	Cabinet	Cabinet Member for Corporate Services.	7 Feb 2024	No	No Part exempt	Corporate Services Policy Advisory Committee 17 Jan 2024	Shared Revenues and Benefits Service - Consideration of expansion	<p>Zoe Kent</p> <p>Interim Head of Revenues & Benefits</p> <p>zoekent@swale.gov.uk</p>
<p>Key Performance Indicators</p> <p>N Key performance indicators are reviewed annually. This report proposes the KPIs for the period 2024/25.</p>	Cabinet	Leader of the Council	20 Mar 2024	No	No Open	<p>Planning, Infrastructure and Economic Development Policy Advisory Committee 29 Jan 2024</p> <p>Housing, Health and Environment Policy Advisory Committee 30 Jan 2024</p> <p>Communities, Leisure and Arts Policy Advisory Committee 6 Feb 2024</p>	Key Performance Indicators	<p>Carly Benville, Anna Collier</p> <p>carlybenville@maidstone.gov.uk, annacollier@maidstone.gov.uk</p>

Details of the Decision to be taken	Decision to be taken by	Lead Member	Expected Date of Decision	Key	Exempt	Proposed Consultees / Method(s) of Consultation	Documents to be considered by Decision taker	Representations may be made to the following officer by the date stated
						Corporate Services Policy Advisory Committee 5 Feb 2024		
Preventing Financial Exclusion 23	Cabinet	Cabinet Member for Communities, Leisure and Arts	20 Mar 2024	No	No Open	Communities, Leisure and Arts Policy Advisory Committee 5 Mar 2024	Preventing Financial Exclusion	Orla Sweeney, Anna Collier orlasweeney@maidstone.gov.uk, annacollier@maidstone.gov.uk

Maidstone Borough Council

Overview and Scrutiny Committee Work Programme, 2023-24 Municipal Year

Policy Development & Reviews

Review Title & Objectives	Expected Start Date	Issue Type	Relevant Officer/s	Timetable
<u>Enforcement</u> To focus on Environmental and Waste Crime Enforcement	October 2023	Committee Review	Jen Stevens, Head of Environment and Public Realm. Additional Officers to be identified.	From October 2023 – tbc (likely December 2023).
<u>Health Inequality</u> To: - focus on the impact of poor-quality housing on health inequality - increase understanding of health inequalities across the borough	To be confirmed.	Committee Review	Alison Broom, Chief Executive, John Littlemore, Head of Housing and Regulatory Services	To be confirmed.
<u>Review of the Integrated Transport Strategy</u> Detailed objectives available on scope (see November 2023 Meeting)	Post January 2024, exact date tbc.	To be confirmed.	William Cornall, Director of Regeneration and Place, Karen Britton, Head of Spatial Planning and Economic Development	To be confirmed.
<u>Water Management Cycle – Second Stage Review</u> To review the remaining elements identified by the working group through its first review.	July 2023.	Committee Review	Mark Green, Director of Finance, Resources and Business Improvement, Uche Olufemi, Emergency Planning & Resilience Manager, Karen Britton, Head of Spatial Planning and Economic Development	PAUSED.

Pre/Post Decision Scrutiny & Constitutional Requirements

Review Title & Objectives	Expected Start Date	Issue Type	Relevant Officer/s	Timetable
<u>Annual Scrutiny Report</u>	December 2024	Constitutional Requirement and best practice	Oliviya Parfitt, Principal Democratic Services Officer	Draft – January 2023 Final – February 2023, followed by submission to Full Council.
<u>Selection of an Operator (Archbishops Palace)</u>	January 2024	Pre-decision Scrutiny	Mark Green, Director of Finance, Resources and Business Improvement Deborah Turner, Interim Strategic Property Consultant	N/A
<u>MTFS – Capital Programme</u>	January 2024	Constitutional Requirement	Mark Green, Director of Finance, Resources and Business Improvement	N/A
<u>Forward Plan Monitoring</u>	2023/24 Municipal Year	Pre-decision Scrutiny	As applicable.	N/A
<u>Call-Ins</u>	2023/24 Municipal Year	Post-decision Scrutiny	As applicable.	N/A

Agenda Item 14

Overview and Scrutiny Committee

19 December 2023

Briefing Note – Environmental and Waste Crime Enforcement Review

The Committee conducted a review into Environmental and Waste Crime Enforcement across October and November 2023. The aim of the review was the:

'Identification of required actions and/or policies to improve the Council's Environmental and Waste Crime enforcement services'.

To complete the review and produce a report for submission to the Cabinet, the Committee will need to review the suggestions made during the review and decide which it would like to make as formal recommendations.

A range of supporting written and verbal information was provided by the relevant Officers, which can be accessed using the 'background information' section of this note.

To support the Committee, a draft list of recommendations and intended outcomes has been included as appendix 1 to this briefing note; these have been produced from the suggestions made during the two meetings held to conduct the review. These need to be considered, amended and agreed by the Committee as required, to ensure they capture the Committee's views accordingly.

Appendices:

Appendix 1 – Draft Recommendations arising from the review

Appendix 2 – Guidance Note on Recommendations

Background Information:

October 2023 Meeting, Agenda papers and Minutes:

November 2023 Meeting, Agenda papers and Minutes:

Scope of the Review: [your-councillors \(maidstone.gov.uk\)](https://www.maidstone.gov.uk)

Appendix 1: (draft) List of Recommended Actions arising from the Environmental and Waste Crime Enforcement Review

Recommendation	Intended Outcome	Cabinet Members/s and Officers
<p>1. To produce more communications on successful enforcement action taken, including:</p> <ul style="list-style-type: none"> a. Joint working between the Waste Crime and Waste Management Teams; and b. A Spotlight on the Waste Crime Team in the next Brough Insight Magazine, including individual household's duty of care, updated fixed penalty notice charges. 	<p>To publicise the successful enforcement action being taken to the public and positively impact the Council's reputation.</p>	<p>Cabinet Members for Environmental Services</p> <p>Head of Environmental Services and Public Realm.</p>
<p>2. That Members and Parish Councillors be given updated contact details of Housing and Housing Management Associations.</p>	<p>To ensure that Members report issues to the correct organisations, addressing issues quickly.</p>	<p>Cabinet Member for Environmental Services.</p>
<p>3. That High Street and East Wards be considered as locations for any available pilot schemes.</p>	<p>To support the officers request in identifying suitable areas for pilot schemes to be introduced, with these Wards highlighted due to the close proximity of properties reducing any travel required, and breaking into and vandalism of shared waste facilities.</p>	<p>Cabinet Member for Environmental Services.</p> <p>Head of Environmental Services and Public Realm.</p>
<p>4. That the process note outlining the actions taken in educating, informing and taking enforcement against residents and/or organisations be provided to the Committee.</p>	<p>To outline the process so that Members are able to report concerns to the appropriate Officers, due to the overlap in work between the Waste Management and Waste Crime Teams in addressing these issues.</p>	<p>Cabinet Member for Environmental Services.</p> <p>Waste Crime Manager</p> <p>Waste Manager</p>
<p>5. That the next amended Annual High Speed Road Cleaning Programme be presented to the Committee for review.</p>	<p>To ensure that the Committee can review the programme as concern was expressed at the increase in road litter, particularly in rural areas.</p>	<p>Cabinet Member for Environmental Services.</p> <p>Public Realm Operations Manager</p>

Appendix 1: (draft) List of Recommended Actions arising from the Environmental and Waste Crime Enforcement Review

<p>6. That a Briefing be provided to the Committee on the technology available to the Team in monitoring and enforcing against fly-tipping.</p>	<p>To provide the Committee with further information on the technology used by the Team, and that used to evade the Council technology.</p>	<p>Cabinet Member for Environmental Services Head of Environmental Services and Public Realm Waste Crime Manager</p>
<p>7. That the Waste Crime Team be supported in submitting a capital funding bid for use in obtaining technology to support service provision.</p>	<p>The Waste Crime Team is currently applying for external funding that would support increasing the technology available to monitor and enforce against fly-tipping.</p> <p>If unsuccessful, the Team should be supported in applying for capital funding to support this as it would support the service overall. The Head of Environmental Services and Public Realm has suggested a reporting method to Members in using the funding.</p>	<p>Cabinet Member for Environmental Services Head of Environmental Services and Public Realm Waste Crime Manager</p>
<p>28 8. That The Cabinet Member for Environmental Services liaise with Medway Council to encourage the authority to continue providing assistance to voluntary litter picking groups.</p>	<p>To encourage continued support for the work conducted by voluntary litter picking groups.</p>	<p>Cabinet Member for Environmental Services</p>
<p>9. That Medway Council be asked to share information and figures on whether removing the charge for bulky waste collections has impacted fly-tipping and enforcement action.</p>	<p>To review if that approach had been beneficial, such as reducing spending on responding to fly-tipping and taking enforcement action, and if so, to consider whether it could be trialled in Maidstone.</p>	<p>Cabinet Member for Environmental Services Head of Environmental Services and Public Realm</p>
<p>10. That the Cabinet Member for Environmental Services and the Committee Chairman jointly write to the Medway and Kent County Councils, urging them to re-consider their charging policy for residents of other boroughs in using their HWRCs.</p>	<p>To ask for re-consideration of the policy and request a practical alternative given the impact to residents.</p>	<p>Cabinet Member for Environmental Services Chairman of Overview and Scrutiny</p>

Guidance note - Making Quality Overview and Scrutiny Recommendations

Scrutiny recommendations should seek to make a real difference to local people and the services provided.

Recommendations that note a change or request further information should be carefully considered against whether they will resolve a problem and/or lead to changes.

To assist the Committee, the following criteria have been identified for quality recommendations.

Do the recommendations:

- affect and make a difference to local people?
- result in a change in policy and/or actions that improves services?
- identify savings and maintain/improve service quality? or
- objectively identify a solution.

Good recommendations should answer the below questions, to provide recommendations that can be easily monitored and evaluated in the future.

Who is being asked to do it?	To ensure ownership of the action
What needs to be done?	The recommendation needs to be clear and specific.
Why does it need to be done?	This will help ensure the outcome is relevant and in the right context
How will it be done?	To include how it will be done and what the expected output is.
Where does it need to be done/go?	If it's a meeting – where is it needed If it's a report – where is it to go, who needs to see it
When does it need to be done?	What is the timescale? To ensure an action is completed in good time.

Agenda Item 15

OVERVIEW AND SCRUTINY COMMITTEE

19 December 2023

Framework for the Annual Overview and Scrutiny Committee Report

Timetable	
Meeting	Date
Overview and Scrutiny Committee	19 December 2023
Overview and Scrutiny Committee	20 February 2024
Council	21 February 2024

Will this be a Key Decision?	No
Urgency	Not Applicable
Final Decision-Maker	Overview and Scrutiny Committee
Lead Director	Angela Woodhouse, Director of Strategy, Insight & Governance
Lead Officer and Report Author	Oliviya Parfitt, Principal Democratic Services Officer
Classification	Public
Wards affected	All

Executive Summary

A report to provide a framework for producing the Committee's Annual report, which outlines the work undertaken across this Municipal Year.

Purpose of Report

Decision

This report makes the following recommendations to the Committee

1. That the report framework included at point 2.3 of the report be considered, amended as required and agreed.

Framework for the Annual Overview and Scrutiny Committee Report

1. CROSS-CUTTING ISSUES AND IMPLICATIONS

Issue	Implications	Sign-off
Impact on Corporate Priorities	<p>The four Strategic Plan objectives are:</p> <ul style="list-style-type: none"> • Embracing Growth and Enabling Infrastructure • Safe, Clean and Green • Homes and Communities • A Thriving Place <p>We do not expect the recommendations will by themselves materially affect achievement of corporate priorities. The annual report of the Overview and Scrutiny Committee outlines the work undertaken by the Committee in exercising its functions and powers.</p>	Democratic & Electoral Services Manager
Cross Cutting Objectives	<p>The four cross-cutting objectives are:</p> <ul style="list-style-type: none"> • Heritage is Respected • Health Inequalities are Addressed and Reduced • Deprivation and Social Mobility is Improved • Biodiversity and Environmental Sustainability is respected <p>The report recommendations do not impact the Council's ability to achieve its cross-cutting objectives. The annual report of the Overview and Scrutiny Committee outlines the work undertaken by the Committee in exercising its functions and powers.</p>	Democratic & Electoral Services Manager
Risk Management	See Section 5 of the report.	Principal Democratic Services Officer
Financial	No impacts identified.	Principal Democratic Services Officer

Staffing	We will deliver the recommendations with our current staffing.	Principal Democratic Services Officer
Legal	<p>The Overview and Scrutiny Statutory Guidance highlights that annual Overview and Scrutiny Committee reports raise awareness of the ongoing work, as part of the 'maintaining the interest of full Council' section of the guidance (11(h)).</p> <p>The Council's Constitution also requires an annual report to be produced and presented to the full Council (Part B4, Rule 1.2.2), and agreeing the report attached at Appendix A will meet this requirement.</p>	Principal Democratic Services Officer
Information Governance	The recommendations do not impact personal information (as defined in UK GDPR and Data Protection Act 2018) the Council processes.	Principal Democratic Services Officer
Equalities	The recommendations do not propose a change in service therefore will not require an equalities impact assessment	Principal Democratic Services Officer
Public Health	No impacts identified.	Principal Democratic Services Officer
Crime and Disorder	No impacts identified.	Principal Democratic Services Officer
Procurement	No impacts identified.	Principal Democratic Services Officer
Biodiversity and Climate Change	<p>The implications of this report on biodiversity and climate change have been considered and are;</p> <ul style="list-style-type: none"> • There are no implications on biodiversity and climate change. 	Principal Democratic Services Officer

2. INTRODUCTION AND BACKGROUND

2.1 The Council's Constitution states that (Part B4, Rule 1.2.2, p. 76):

'The Overview and Scrutiny Committee must report annually to the full Council on its workings and make recommendations for future work programmes and amended working methods if appropriate'.

2.2 Last year, the Committee were advised that work to produce the annual report would begin earlier, facilitating greater Member input into the report's contents and structure as expected.

2.3 A suggested framework has been included below, which does take account of feedback given by the Committee in considering its last annual report.

- Foreword from the Chairman and Vice-Chairman
- Brief Outline of the Committee's Remit and Membership
- Member Workshop undertaken at the beginning of the year
- The number of Committee meetings held across the year, acknowledging Substitute Member attendance
- Pre-decision Scrutiny
- Call-Ins
- The reviews undertaken, including the aim, attendees and evidence provided, outcomes and next steps
- 2024/25 Municipal Year – e.g. Work Programme & Training.

2.4 As the Overview and Scrutiny function continues to develop, the report format and contents are likely to change year-on-year to ensure it reflects the Committee's views on its year of work.

3. AVAILABLE OPTIONS

3.1 Option 1 – Amend and/or Approve the framework as outlined in point 2.3 of the report.

3.2 Option 2 – Do not amend and/or approve the framework as outlined in point 2.3 of the report. This is not recommended, as Members should be involved in the report's drafting, and this will provide a steer to the Democratic Services Officer in producing a report that reflects the Committee's wishes. This is particularly important as it will then be presented to the full Council in February 2024.

4. PREFERRED OPTION AND REASONS FOR RECOMMENDATIONS

4.1 Option 1 as outlined in point 3.1 of the report.

5. RISK

5.1 There are no risk management implications.

6. CONSULTATION RESULTS AND PREVIOUS COMMITTEE FEEDBACK

- 6.1 The feedback given by the Committee in April 2023 has been included in suggesting the report framework.
-

7. NEXT STEPS: COMMUNICATION AND IMPLEMENTATION OF THE DECISION

- 7.1 The report will be drafted in accordance with the framework agreed, and re-presented to the Committee in February 2024. The draft will be shared with the Chairman and Vice-Chairman ahead of publication, given the short timescale between the Committee and full Council meetings in February 2023.
- 7.2 As the agenda for the 21 February 2024 Council meeting will have already been published when the Committee considers the (draft) report, any amendments made to the report will be reflected in 'moving' the report at that meeting. However, it is not expected that there will be significant amendments as the report will have been reviewed by the Committee Chairman and Vice-Chairman by that time.
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8. REPORT APPENDICES

- None.
-

9. BACKGROUND PAPERS

Maidstone Borough Council Constitution: [\(Public Pack\)Agenda Document for Maidstone Borough Council Constitution, 11/11/2019 00:00](#)

Annual Report of the Overview and Scrutiny Committee, April 2023: [Your Councillors - Maidstone Borough Council](#)