

AGENDA

ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE MEETING

Date: Tuesday 27 August 2013
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Ash, Barned (Chairman), Cox, Cuming, Hogg, Naghi,
Newton, Paterson and Mrs Stockell



Overview and Scrutiny

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2. **Apologies.**
3. **Notification of Substitute Members**
4. **Notification of Visiting Members**
5. **Disclosures by Members and Officers**
6. **To consider whether any items should be taken in private because of the possible disclosure of exempt information.**
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Interviews with Steve Goulette, Head of Environment and Public Realm and Robert Holmes, Market Manager.
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Interview with Laura Dickson, Visitor Economy Manager.
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The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Clare Wood on 01622 602491**. To find out more about the work of the Overview and Scrutiny Committees, please visit www.maidstone.gov.uk/osc

Continued Over/:

Issued on 16 August 2013

Alison Broom

**Alison Broom, Chief Executive, Maidstone Borough Council,
Maidstone House, King Street, Maidstone Kent ME15 6JQ**

Agenda Item 7

MAIDSTONE BOROUGH COUNCIL

MINUTES OF THE ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE MEETING HELD ON TUESDAY 25 JUNE 2013

PRESENT: Councillor Barned (Chairman)
Councillors Cox, Cuming, Hogg, Naghi, Newton,
Mrs Parvin, Paterson and Mrs Stockell

1. The Committee to consider whether all items on the agenda should be web-cast.

It was resolved: That all items on the agenda be webcast.

2. Apologies.

There were no apologies.

3. Notification of Substitute Members

There were no substitute members.

4. Notification of Visiting Members

Councillor Ash attended as a visiting Member with an interest in the whole agenda.

5. Election of Chairman and Vice-Chairman

Councillor Barned was nominated for Chairman, seconded by Councillor Mrs Stockell and was voted in as Chairman for 2013-14. Councillor Mrs Stockell and Councillor Mrs Paterson were nominated for vice-chairman and Councillor Mrs Stockell won the vote. However; the Committee were advised by Officers that Overview and Scrutiny procedure rules state that Committee chairman and vice-chairman must come from different political parties. The Committee voted again and Councillor Paterson was elected vice-chairman.

It was resolved that:

- a) Councillor Barned be appointed as Chairman for the municipal year 2013-14; and
- b) Councillor Mrs Patterson be appointed as Vice-Chairman for the municipal year 2013-14.

6. Disclosures by Members and Officers

There were no disclosures.

7. To consider whether any items should be taken in private because of the possible disclosure of exempt information.

It was agreed that all items be taken in public as proposed.

8. Cabinet Member for Economic & Commercial Development - Priorities for Municipal Year 2013/14

The Chairman welcomed Councillor Greer, Cabinet member for Economic and Commercial Development to the meeting. Councillor Greer informed the Committee of his priorities for the year which included the following areas:

- High Street phase 2
- Kent Institute of Medicine and Surgery (KIMS) phases 1 & 2
- Improvements to Gabriels Hill
- Possible pedestrianisation of Earl Street
- Enabling development at Wrens Cross
- Working with Kent County Council (KCC) on putting an innovation centre in the old Post Office building.

In response to a question about air pollution levels at Wren's Cross the Cabinet member confirmed that the Carpet Store would be demolished to open up the site, but that there were no plans to widen the road. It was noted that Cllr Greer intended to put in some trees in at the bottom of Gabriel's Hill which would impact on the view up Stone Street towards Wren's Cross.

Cllr Greer confirmed that the intention was to resurface Gabriel's hill to match the High Street and that KCC had agreed funding of £50,000 to drive improvement in the area at the bottom of Gabriel's hill, by the bingo hall.

The Cabinet Member told the Committee that he was also in discussion Haynes Ford about moving to a larger site and that he had been to London to see the agents for the land at Maidstone East. The Committee noted that site needed an anchor store or another enabler such as housing and that the Cabinet Member was actively chasing opportunities.

The Committee asked what the purpose of the innovation centre was, Cllr Greer responded that it this would be delivered jointly with KCC and expected to open in July. The Centre was for start-up business and would allow individuals and smaller starter businesses office space in the town centre. This would give them better connectivity and had the potential to promote collaborated working. The Centre would offer hot desks and larger spaces for small start-up businesses. It was noted that an artists impression of how the space will look were available and the Officer was going to circulate the images to the Committee.

The Committee thanked Councillor Greer for his update.

It was resolved that:

a) The Cabinet Member Update be noted.

9. Work Programming 2013/14

Prior to the meeting the Committee had visited a Council department 'marketplace' and had spoken to officers from Council departments relevant to its remit about important areas of work to be undertaken over the coming year.

The Committee put their suggestions for work topics, based on these discussions, in a suggestion box to be considered at the meeting alongside topics suggested by officers, councillors, parish councillors and residents in a call for evidence via email, social media, Voluntary Action Maidstone and local community publications.

The Committee considered all the suggestions put forward and selected the following topics for its 2013/14 Work Programme:

- Following up Rural Economy Review undertaken in 2010/11.
- Following up on the Visitor Information Centre Review undertaken in 2012/13.
- Designation of Detling Airfield as an Area of Outstanding Natural Beauty.
- Events and Cultural Activity Strategy – looking at how to attract more visitors to the borough
- Update on the future of the Market

The Committee agreed that their main review for the 2013-14 municipal year would be Event and Cultural Activities with a focus on increasing visitors to the borough.

Members requested research on if the designation of Detling Airfield as an Area of Outstanding Natural Beauty (AONB) could be changed.

It was recommended that:

a) The following topics be included in the Committee's work Programme for 2013-14:

- Rural Economy Review 2010/11 Update on recommendations;
- Visitor Information Centre Review 2012/13 Update on recommendations;
- Maidstone Market; and
- Events and Culture Activities.

- b) That the Officer undertake some research around designation of AONB.

Agenda Item 8

Maidstone Borough Council

Economic & Commercial Development Overview & Scrutiny Committee

Tuesday 27 August 2013

Lockmeadow Market Scrutiny Review Update

Report of: Clare Wood

1. Introduction

- 1.1 In May 2007 the Regeneration & Sustainable Communities agreed to review Lockmeadow Market following the raising of specific concerns about the markets location and quality.

2. Recommendation

- 2.1 That the Committee interview Steve Goulette, Head of Environment and the Public Realm and Robert Holmes, Market Manager to assess the progress made on the review recommendations.

2.2 Lockmeadow Market Review

- 2.3 The Regeneration and Sustainable Communities Overview and Scrutiny Committee carried out a review of Lockmeadow Market over the Municipal Year 2007-08. The final report included evidence from a range of local and national sources and makes recommendations for the improvement of the Market based on this research.

- 2.4 There were 14 recommendations made as part of the Market Review including many around promotion of and publishing the current service. The completed SCRAIP is included for reference at Appendix A.

3. Impact on Corporate Objectives

- 3.1 The Committee will consider reports that deliver against the following Council priority:
- 'For Maidstone to have a growing economy.'
- 3.2 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities. Actions to deliver these key objectives may therefore include work that the Committee will consider over the next year.

SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

Committee: Leisure & Prosperity

Meeting Date: 13 December 2010

Minute No: 75

Topic: Maidstone Market Update

Recommendationⁱ	Chief Officer / Cabinet Memberⁱⁱ	Responseⁱⁱⁱ	Timetable^{iv}	Lead Officer^v
The Cabinet Member for Leisure & Culture write a press release to thank the traders for their loyalty and hard work;	Cllr Ash	Agreed – and a copy will be provided for reference.	by 31.12.10	Bob Holmes
The Cabinet Member continue to investigate the possibility of a sign at Millennium Bridge liaising with Councillor Lusty and the findings be reported back to Members;	Cllr Ash	Agreed	by 31.01.11	Bob Holmes
The feasibility of various advertisement methods be looked into, including utilising Parish Notice Boards, Wheelie Bins, free papers, bus stops, and Council vehicles; and	Bob Holmes	Agreed	by 28.02.11	Bob Holmes
Social networking sites and internet opportunities be investigated for free advertisement.	Bob Holmes	Agreed	by 28.02.11	Bob Holmes

Notes on the completion of SCRAIP

ⁱ Report recommendations are listed as found in the report.

ⁱⁱ Insert in this box the Cabinet Member whose portfolio the recommendation falls within.

ⁱⁱⁱ The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box either the acceptance or rejection of the recommendation.

If the recommendation is rejected an explanation for its rejection should be provided. The 'timetable' and 'lead officer' boxes can be left blank

If the recommendation is accepted an explanation of the action to be taken to implement the recommendation should be recorded in this box. Please also complete the 'timetable' and 'lead officer' boxes.

^{iv} The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box when the action in indicated in the previous box will be implemented.

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^v The Officer/Cabinet Member responsible for responding to the recommendation should indicate in this box the Officer responsible for the implementation of the action highlighted in the 'response' box.

Agenda Item 9

Maidstone Borough Council

Economic & Commercial Development Overview & Scrutiny Committee

Tuesday 27 August 2013

Visitor Information Centre Scrutiny Review Update

Report of: Clare Wood

1. Introduction

- 1.1 The Regeneration & Economic Development agreed in May 2012 that they would review the Visitor Information Centre to determine if there was an economically viable and/or beneficial scenario to return the visitor information centre or part of the visitor information centre to the town hall.

2. Recommendation

- 2.1 The Committee is recommended to interview Laura Dickson, Visitor Economy to ascertain the progress made on the review recommendations to date.

3. Visitor Information Centre Review Update

- 3.1 The Visitor Information Centre Review report went to Cabinet on 10th April 2013. There were nine recommendations made as part of the review all of which were agreed in principle. A copy of the completed SCRAIP is included for reference at Appendix A.

3. Impact on Corporate Objectives

- 3.1 The Committee will consider reports that deliver against the following Council priority:
 - 'For Maidstone to have a growing economy.'
- 3.2 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities. Actions to deliver these key objectives may therefore include work that the Committee will consider over the next year.

SCRUTINY COMMITTEE RECOMMENDATION ACTION AND IMPLEMENTATION PLAN (SCRAIP)

Committee: Joint Regeneration & Economic Development Overview & Scrutiny Committee

Meeting Date: 26/04/2013

Minute No:

Topic: Visitor Information Centre Review

Recommendationⁱ	Cabinet Memberⁱⁱ	Responseⁱⁱⁱ	Timetable^{iv}	Lead Officer^v
1. That the use of technological tools for engaging with and providing information for visitors is investigated.	Cllr Greer	Investigated constantly in part of tourism development and marketing. Never an end date and is ongoing – technology changes almost daily.	Ongoing	Laura Dickson
2. That staff members providing visitor information receive customer services training and undertake the Visitor England on-line training programme.	Cllr Greer	Visit England online training programme now obsolete. All our staff have undertaken Welcome to Kent training and obtained City & Guild Qualification in customer service. (in 2012)	Complete	Laura Dickson
3. That a consistent methodology for logging visitor numbers to the VIC at the Museum and the Town Hall is put in place to monitor the use of the service.	Cllr Greer	Can log visitor information desk enquiries at VIC at museum but not general browsers of information on display. Same could be done at Town Hall.	June 2013	Laura Dickson
4. That a visitor information presence in the gateway is investigated.	Cllr Hotson & Cllr Greer	Agreed	June	Laura Dickson & Sandra Marchant
5. That the Leader of the Council and Chief Executive revisit the way portfolios are arranged and officer duties allocated to create more cohesion and Agreed improved clarity of purpose.	Cllr Garland	Agreed		Alison Broom

<p>6. That there should be a Visitor Information Centre presence at the Town Hall;</p>	<p>Cllr Hotson</p>	<p>Agreed. The Committee heard that approximately 25% of visitors to the Town Hall wanted visitor information, the majority wanted directions, and very few wanted help or advice on bookings. Further discussions with VAM have revealed that they also receive a number of queries about Maidstone and Kent Council services to which VAM staff redirect the customer to the appropriate building. VAM also provide a reception facility for events hosted at the Town hall. Therefore the proper approach should be:</p> <ol style="list-style-type: none"> 1. For VAM staff to undertake job shadowing at the VIC in the Museum and the Gateway in order to gain more confidence in replying to the queries. VAM have confirmed that they are willing to undertake this. 2. For Customer Services/VEBU and VAM to develop a list of FAQs. 3. For VEBU to provide a selection of leaflets and a rack to display them, and keep them up to date. 4. For regular liaison between VEBU/Customer Services/Facilities Management/VAM to ensure each of these areas are up to date and to consider further development of the service. <p>For a four way SLA to be agreed between VEBU/Customer Services/Facilities Management and VAM covering the above points.</p>	<p>End June</p>	<p>Laura Dickson Brian. Morgan</p>
<p>7. That a ViC presence at the Town Hall be supported through VEBU resources; and 8. That no arrangement should be entered into that would compromise this.</p>	<p>Cllr Hotson</p>	<p>Agreed – leaflet provision from VIC stock which will be regularly checked and updated.</p>	<p>End June</p>	<p>Laura Dickson & David Tibbit</p>

9. That in consultation with relevant stakeholders that the Council clarifies the value of visitors to the borough by putting in place visitor strategy setting out how Maidstone's offer can be enhanced and publicised.	Cllr Greer	Agreed	Visitor Economy Strategy is incorporated into the REDP Nov 12	Laura Dickson
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Notes on the completion of SCRAIP

ⁱ Report recommendations are listed as found in the report.

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Agenda Item 10

MAIDSTONE BOROUGH COUNCIL

ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE

TUESDAY 27 AUGUST 2013

REPORT OF DIRECTOR OF REGENERATION AND COMMUNITIES

Report prepared by Zena Cooke

1. ECONOMIC DEVELOPMENT

1.1 Introduction

1.1.1 To give initial consideration to the priorities and focus of the Economic Development team, with further reports on the work relating to skills and employability and the final draft of the REDP presented at a future committee meeting.

1.2 Recommendation

1.2.1 It is recommended that the Committee:

- a) Notes the report;
- b) Receives a further report on the final draft of the Regeneration and Economic Development Plan (REDP);
- c) Gives feedback on the final draft REDP.

1.3 Reasons for Recommendation

1.3.1 Economic prosperity is the council's overarching priority and Economic Development has been identified as the only council service in which growth and investment would be considered.

1.3.1 The Council's Strategic Plan states that its number one priority is for Maidstone to have a Growing Economy. Whilst this is a corporate objective, and as such, all services share in delivering the outcomes, the non-regulatory focus for this work is the Economic Development Team in the Regeneration and Communities Directorate.

1.3.2 The specific outcomes relating to Economic Development set out in the Strategic Plan to be delivered by 2015 are:

- a transport network that supports the local economy with a focus on the delivery of an integrated transport strategy in conjunction with Kent County Council and other stakeholders;
- a growing economy with rising employment, catering for a range of skill sets to meet the demands of the local economy, with a focus on the following areas:
 - creating the right planning environment;
 - developing key infrastructure;
 - business expansion;
 - inward investment;
 - developing stronger business relationships;
 - tackling worklessness.

1.3.3 In late 2012, Shared Intelligence was commissioned to produce a Regeneration and Economic Development Plan (REDP) for the borough to update the Council's Economic Development Strategy that had been adopted in 2008. The purpose of the document is to address some of the new economic challenges facing the borough and consolidate the 2008 Economic Development Strategy (EDS), the Council's Regeneration Statement, and the draft Tourism Strategy.

1.3.4 The REDP work identifies the main challenges as:

- a need for more export oriented businesses;
- responding to the challenge of jobs lost during the recession;
- dealing with public sector restructuring;
- increasing the rate of enterprise formation;
- addressing youth unemployment;
- building on rises in economic activity; and
- addressing persistent pockets of deprivation.

1.3.5 The long-term economic vision and core principles for Maidstone's economic development remain broadly in line with the 2008 Strategy. However, the timing and means by which they can be achieved have changed. The REDP is intended to focus on the Council's programme of activities and actions for the next five years and seeks to address new challenges presented by the recession to enable the Council to achieve its' vision and objectives.

1.3.6 Within this context and in order to respond to the economic challenges facing the Borough, the Economic Development Team is

being refocused (particularly with regard to marketing the Borough as the location of choice for businesses) and to have sufficient capacity to deliver the Economic Development Strategy and Regeneration and Economic Development Plan (REDP).

- 1.3.7 There are significant risks to Maidstone's future wellbeing which the REDP work highlights including:
- no net private sector jobs growth since 2003;
 - high dependency levels on public sector jobs with over 2000 job loses predicted by 2015;
 - lowest level of business birth rates in Kent;
 - falling employment rates;
 - Rising unemployment;
 - Unattracted developments.
- 1.3.8 The revised team structure is intended to help to mitigate these risks as far as is possible, through opportunities including the Enterprise Hub, enhanced levels of business start-up support, new employment and allocations, new marketing and promotion media, encouraging recruitment and work experience opportunities.
- 1.3.9 The Council has recognised the importance of skills and employability with key pieces of work being developed and delivered as part of the economic prosperity agenda.
- 1.3.10 Ongoing projects include twice-yearly Jobs Fairs; a work experience scheme at the Council that since November 2012 has placed 23 young people; a mentoring scheme that helps young people identify their options and supports them with interview practice and job applications; and a website is being developed to enable people looking for training to improve their prospects to find suitable opportunities.
- 1.3.11 Maidstone Borough Council has focused on tackling youth unemployment which is particularly high in the borough. 4.9% of the 18-24 age group are claiming Jobseekers Allowance compared to 2.2% of the 25-49 year old and 1.3% of the 50-64 year old populations respectively.
- 1.3.12 Moving forward the focus is to involve more local businesses in tackling youth unemployment, particularly in providing careers talks in schools and offering work experience placements; raising the profile of these businesses getting involved; provide accreditation for those undertaking work experience at the council; and addressing the barriers to employment such as transport and child care.

1.3.13 The work undertaken to produce the REDP has been aligned with the timetable for the production of the Local Plan to ensure there is a coherent and consistent approach to delivering the Council's strategic objectives. As the timetable for the Local Plan has changed the final draft of the REDP will now be completed by December 2013 and it is proposed that this be presented to the Committee for their consideration. The work relating to skills and employability is not directly impacted by the Local Plan timetable and is therefore being progressed. A more detailed presentation on this element of the team's work could be presented at an earlier Committee meeting.

1.4 Impact on Corporate Objectives

1.4.1 The Council's Strategic Plan states that its number one priority is for Maidstone to have a Growing Economy. The work of the Economic Development team is focused on delivering actions that will achieve this objective.

1.4.2 Background Documents

<u>IS THIS A KEY DECISION REPORT?</u>		<u>THIS BOX MUST BE COMPLETED</u>	
Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
If yes, this is a Key Decision because:			
.....			
Wards/Parishes affected:			
.....			

None

Agenda Item 11

Maidstone Borough Council

Economic & Commercial Development Overview & Scrutiny Committee

Tuesday 27 July 2013

Future Work Programme & List of Forthcoming Decisions

Report of: Clare Wood, Policy & Performance Officer

1. Introduction

- 1.1 To consider the Committee's future work programme and the Forward Plan of Key Decisions.
- 1.2 To consider the update on the work programme given by the Policy & Performance Officer.

2. Recommendation

- 2.1 That the Committee considers the draft future work programme, attached at **Appendix A**, to ensure that it is appropriate and covers all issues Members currently wish to consider within the Committee's remit.
- 2.2 That the Committee considers the sections of the List of forthcoming decisions relevant to the Committee at **Appendix B** and discuss whether these are items require further investigation or monitoring by the Committee.
- 2.3 That the Committee considers its continuous professional development needs and recommends possible training or development sessions it would like to undertake.

3. Reasons for Recommendation

- 3.1 Throughout the course of the municipal year the Committee is asked to put forward work programme suggestions. These suggestions are planned into its annual work programme. Members are asked to consider the work programme at each meeting to ensure that remains appropriate and covers all issues Members currently wish to consider within the Committee's remit.
- 3.2 The Committee is reminded that the Constitution states under Overview and Scrutiny Procedure Rules number 9: Agenda items that 'Any Member shall be entitled to give notice to the proper officer that he wishes an item relevant to the functions of the Committee or Sub-Committee to be included on the agenda for the

next available meeting. On receipt of such a request the proper officer will ensure that it is included on the next available agenda.'

4 List of Forthcoming Decisions

4.1 The List of Forthcoming Decisions (**Appendix B**) contains the following decisions relevant to the Regeneration and Economic Development Overview and Scrutiny Committee's current work programme and terms of reference:

- Regeneration and Economic Development Plan Consultation
- Maidstone Enterprise Hub

5. Impact on Corporate Objectives

5.1 The Committee will primarily consider reports that deliver against all the Council priority: 'For Maidstone to have a growing economy.'

5.2 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities. Actions to deliver these key objectives may therefore include work that the Committee will consider throughout the coming year.

Appendices

- Draft work programme – Appendix A
- Forward Plan of Key Decisions – Appendix B

Economic & Commercial Development Overview and Scrutiny Committee Work Programme 2013-14

Meeting Date	Agenda Items	Details and desired outcome
25 June 2013	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Cabinet Member Priorities for 2013/14 Municipal Year • Work Programming Workshop 2013-14 	<ul style="list-style-type: none"> • Appoint Chairman and Vice-Chairman for 2013-14 • Ascertain work plan for the year and strategic direction for the Council & Select and develop review topics focusing on achievable outcomes.
30 July 2013	Cancelled	Cancelled
27 August 2013	<ul style="list-style-type: none"> • Market Update • VIC Update • Economic Development Staff Structure 	<ul style="list-style-type: none"> • To review outcomes from previous scrutiny reviews • To understand to new structure for Economic Development
24 September 2013	<ul style="list-style-type: none"> • The State of Maidstone Economy • Regeneration and Economic Development Plan Consultation • Events Review Scoping 	<ul style="list-style-type: none"> • Contextual information to aid understanding • Consultation of proposed plan to make recommendations as appropriate • Set framework for review topic.
22 October 2013	<ul style="list-style-type: none"> • Events review – Interviews TBC 	
26 November 2013	<ul style="list-style-type: none"> • Events review – Interviews TBC 	
24 December 2013		
28 January 2014		
25 February 2014		
25 March 2014	<ul style="list-style-type: none"> • Events Review Draft Report 	
22 April 2014	<ul style="list-style-type: none"> • Evaluations of Cabinet Member Priorities for 2013/14 Municipal Year 	<ul style="list-style-type: none"> • Ascertain progress made on Cabinet member Priorities.



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LIST OF FORTHCOMING DECISIONS

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

Publication Date: **23 July 2013**

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.

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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 (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.

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>Cabinet</p> <p>Due Date: 11 Sep 2013</p>	<p>Regeneration and Economic Development Plan Consultation</p> <p>To consider the draft Regeneration and Economic Development Plan for the Borough and agree its release for public consultation.</p>	<p>KEY</p> <p>Reason: Affects more than 1 ward</p>	<p>John Foster, johnfoster@maidstone.gov.uk</p>	<p>Public</p>	<p>Regeneration and Economic Development Plan Consultation</p>
<p>Cabinet</p> <p>Due Date: 11 Sep 2013</p>	<p>Maidstone Enterprise Hub</p> <p>To allocate £500,000 from the Capital Fund as match funding to support the Council's bid to Kent County Council for Regeneration Funding to establish an Enterprise Hub in Maidstone town centre.</p>	<p>KEY</p> <p>Reason: Expenditure > £250,000</p>	<p>Karen Franek, karenfranek@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Enterprise Hub</p>