

AGENDA

STRATEGIC LEADERSHIP AND CORPORATE SERVICES OVERVIEW AND SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 4 February 2014
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Black, Butler, Mrs Gooch (Chairman), Mrs Grigg (Vice-Chairman), Hotson, D Mortimer, Nelson-Gracie, Mrs Parvin and Pickett

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Continued Over/:

Issued on 27 January 2014

Alison Broom

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

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MAIDSTONE BOROUGH COUNCIL

Strategic Leadership and Corporate Services Overview and Scrutiny Committee

MINUTES OF THE MEETING HELD ON TUESDAY 7 JANUARY 2014

Present: Councillor Mrs Gooch (Chairman), and
Councillors Black, Butler, Mrs Grigg, Hotson,
D Mortimer, Nelson-Gracie, Mrs Parvin and Pickett

83. THE COMMITTEE TO CONSIDER WHETHER ALL ITEMS ON THE AGENDA SHOULD BE WEBCAST

RESOLVED: That all items on the agenda be web-cast.

84. APOLOGIES

There were no apologies for absence.

85. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no Substitute Members.

86. NOTIFICATION OF VISITING MEMBERS/WITNESSES

It was noted that the Leader of the Council, Councillor Garland and the Cabinet Member for Corporate Services, Councillor Moss were present as witnesses for items 8, 9 and 10 on the Agenda.

87. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures.

88. TO CONSIDER WHETHER ANY ITEMS SHOULD BE TAKEN IN PRIVATE BECAUSE OF THE POSSIBLE DISCLOSURE OF EXEMPT INFORMATION

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

89. MINUTES OF THE MEETING HELD ON 3 DECEMBER 2013.

RESOLVED: That the minutes of the meeting held on 3 December be agreed as a correct record and duly signed.

90. AMENDMENT TO ORDER OF BUSINESS.

It was proposed that Item 11, Strategic Plan Refresh 2014-15 and Item 12, Refresh of the Corporate improvement Plan 2014-17 be taken first

and Items 8, 9 and 10: Budget Strategy 2014-15 Onwards-Capital, Budget Strategy 2014-15 onwards-Revenue and Budget Strategy 2014-15 – Fees and Charges be taken together following these items.

RESOLVED: that Item 11, Strategic Plan Refresh 2014-15 and Item 12, Refresh of the Corporate improvement Plan 2014-17 be taken first and Items 8, 9 and 10: Budget Strategy 2014-15 Onwards-Capital, Budget Strategy 2014-15 onwards-Revenue and Budget Strategy 2014-15 – Fees and Charges be taken together following these items.

91. STRATEGIC PLAN REFRESH 2014-15

Angela Woodhouse, Head of Policy and Communications was invited to introduce the Strategic Plan Refresh 2014-15.

The Committee was informed of the following:

- The document was a refresh not a redraft;
- The number of indicators that would be reported at a strategic level had been reduced from 70 to 46; and
- A new Strategic Plan would be produced for the period 2015-2020.

Mrs Woodhouse asked the Committee if it would like to be involved in a focus group to look at reducing the number performance indicators in the Strategic Plan. All members of the Committee volunteered to take part in a session to look at this.

A member of the Committee queried the dates for outcomes relating to the corporate priority 'For Maidstone to be a decent place to live.' Concerns were raised about the key projects and plans to deliver the outcome 'By 2015 residents in Maidstone are not disadvantaged because of where they live or who they are, vulnerable people are assisted and the level of deprivation is reduced' on page 118 of the agenda extending beyond the current strategy date of 2015.

Mrs Woodhouse told the Committee that the priority in itself was an ambitious one and achieving some of the outcomes included in the strategy could stretch beyond 2015 and beyond. It was recommended that Mrs Woodhouse identify with the appropriate Maidstone Borough Council departments which specific actions would be achieved by 2015 so that some clarity could be given in the report to Cabinet.

A member commented on the section 'Customer care and engagement' (page 130 of the agenda) and the Council's relationship with parishes which had been put under strain in recent years. It was felt that ways in which to strengthen relationships with Parish Councils should be addressed and included in this section.

Page 101 of the document referenced the Autumn Statement 2012, the Committee requested that be updated following the recent Autumn Statement 2013.

RESOLVED: that

- a) A focus group, consisting of all members of the Strategic Leadership and Corporate Services Overview and Scrutiny committee, be arranged to look at reducing the number of Performance Indicators included in the Strategic Plan;
- b) The Head of Policy and Communications identifies with the appropriate Maidstone Borough Council departments which specific actions can be achieved by 2015 in relation to the priority outcome 'By 2015 residents in Maidstone are not disadvantaged because of where they live or who they are, vulnerable people are assisted and the level of deprivation is reduced' so that clarity on what is achievable can be provided in the report to Cabinet;
- c) Ways in which to strengthen relationships with Parish Councils should be addressed and included in the 'Customer care and engagement' section of the Strategic Plan; and
- d) References to the Autumn Statement 2012 are updated within the Strategic Plan to 2013.

92. REFRESH OF THE CORPORATE IMPROVEMENT PLAN 2014-17

Georgia Hawkes, Business Transformation Manager updated the Committee on the Refresh of the Corporate Improvement Plan 2014-2017. She explained that it was a refresh rather than a rewrite of the document. The work detailed in the improvement plan was aligned with the priorities and outcomes set out in the Strategic Plan and the Council's Medium Term Financial Strategy.

Ms Hawkes informed the Committee that the main change to the document was centred on 'workstreams' and these changes reflected recommendations made as part of the Corporate Peer Review.

The Committee considered the recent floods and felt that a review or evaluation of the Council's response as part of its Emergency Plan should be referenced within the document. The Committee requested that it be included as a consultee when a review came to fruition.

A member commented on the wording of a sentence on page 141 of the document which read 'Effective use of technology (Head of ICT) – utilising technology better to engage with customers deliver better and more efficient service and save money.' It was suggested that this be amended to '...utilising technology to better engage with customers...' for ease of read.

RESOLVED: that

- a) A review or evaluation of the Council's response as part of its Emergency Plan should be referenced in the Corporate Improvement Plan and the Strategic Leadership and Corporate Services Overview and Scrutiny be included as a consultee when a review comes to fruition; and

- b) The wording of the sentence on page 141 of the document which reads 'Effective use of technology (Head of ICT) – utilising technology better to engage with customers deliver better and more efficient service and save money' be amended to '...utilising technology to better engage with customers...' for ease of read.

93. BUDGET STRATEGY 2014-15 ONWARDS - CAPITAL, BUDGET STRATEGY 2014-15 ONWARDS - REVENUE AND BUDGET STRATEGY 2014-15 - FEES AND CHARGES.

Councillor Garland, Leader of the Council, Councillor Moss, Cabinet Member for Corporate Services and Paul Riley, Head of Finance and Resources were invited to inform the Committee on the Budget Strategy which included reports on the following three areas: Capital, Revenue and Fees and Charges.

In relation to the Capital Budget specifically the Leader informed the Committee of the following:

- Maidstone had received the largest New Homes Bonus in Kent – £3.7 million;
- Maidstone was the only district Council who did not use its New Homes Bonus to support revenue, i.e. day to day spending;
- Maidstone major capital projects included the Maidstone Business Hub, the implementation of the Play Areas Strategy, the conversion of business units to housing and investment in infrastructure.

Mr Riley confirmed that the three reports before the Committee had been amended in line with the Government's financial settlement in December 2013. As a result of this further savings of £61,000 were required for the Budget Strategy for 2014/15, 35,000 had been identified.

In response to Members questions it was suggested that the remaining £35,000 needed for the 2014-15 Budget Strategy could come from a rise in Council Tax. A rise of 1.9% would equate to £4.32 per year for a band D property and a rise of 1.99%, £4.50 per year.

The Committee was also informed that provisional information provided by Government for 2015/16 estimated that the Council would receive £350,000 less than assumed in its current Medium Term Financial Strategy. This suggested that Government was moving more swiftly to meet its objective for Local Authorities to be self-sufficient, receiving no central funding (i.e. Revenue Support Grant) by 2021. It was explained that at present assumptions were being rolled forward in the Council's Medium Term Financial Strategy (MTFS). The information necessitated a rewrite of the MTFS.

Members raised concerns about where future savings would come from and whether or not frontline services would be affected next. A member also highlighted confusion at the revenue underspend that had occurred in the past two years at a time when savings were being found.

The Leader informed the Committee that it was not about cutting frontline services, it was about continuing with MKIP shared services and delivering services in a different way. It was also made clear that a future revenue underspend was unlikely.

A member questioned whether an increase in S106 payments could provide an extra source of funding for the Council. The Leader explained that S106 payments were assessed on a case by case basis, they were specific to the local area to mitigate the impact of development and improve the quality of life. CIL (Community Infrastructure Levy) payments would be calculated per square metre of the development.

The Committee considered the following entries within the reports presented:

- The annual capital sum of £0.9m for Supported Registered Housing Providers and Private Sector Housing Landlords (PSH) within the current Capital Programme (Appendix A, page 22 of the agenda);
- The one off sum of £23,400 for 2012/13 for Environmental Land Drainage and whether or not this related to the recent floods;
- The fees and charges report (pages 52-88 of the agenda) and whether or not legal services could be offered to Parish Councils as Kent County Council provided this service and made £1.3 annual profit;
- £700,000 for Corporate Services – high priority Legislative/Health & Safety Projects; and
- £30,000 allocated to market income, Appendix A Budget Strategy 2014-15 onwards revenue - strategic revenue projections, (page 45 of the agenda).

The Committee was provided with the following responses:

- £300,000 of the £0.9m was allocated for PSH Grants, for example to bring empty properties back into a habitable state. A condition of the grant payment was that the property could not be sold for 5 years;
- The sum for Environmental Land Drainage did not relate to flood mitigation. The sum of money required to mitigate future flood risks was an estimated £25m. Maidstone Borough Council would be meeting with Kent County Council, the Environment Agency and other organisations to address this;
- The £700,000 for Corporate Services – high priority Legislative/Health & Safety Projects had only been entered once under 2013/14 as it related to King Street Car Park and the recent works undertaken to bring it back into use as a surface level car park; and
- The £30,000 allocated to market income was not a subsidy because the market was making a continued loss but it had been allocated as it had been set an unachievable income target that it had failed to deliver for a number of years.

The Committee questioned the quarterly monitoring process of the Budget with Cabinet and whether this worked satisfactorily. Mr Riley explained that it had been introduced in 2007 and the process had been established over a number of years. It was a substantial piece of work, bringing together a number of strands and included underspends of £30,000 or more being closely monitored.

The Committee observed that as part of its Capital Programme Review 2012/13 it had recommended that there be a stand alone Capital Strategy, a draft of which had been include at Appendix B, page 26 of the agenda. A member reflected that whilst this could provide the basis for a stand alone strategy it was appreciated that a holistic approach was needed and the MTFS as a whole achieved this.

The Committee questioned the cost of the recent floods to the Council. It was informed that the Government's emergency fund would cover 85% of the cost as long as this equated to 1% of the Council's revenue spend which was approximately £39,400. Therefore the Council would cover 15% of the costs.

RESOLVED: That the Budget Strategy 2014-15_Onwards reports and recommendation on Capital, Revenue and Fees and Charges be noted.

94. FUTURE WORK PROGRAMME

The Committee considered its future work programme. It was informed that the additional meeting scheduled for 9 January to consider the report on the MKIP Operational Model had been postponed and the Committee would consider this at its meeting on 4 February 2013 along with a report on the MKIP Environmental Health Shared Service.

RESOLVED: That the future work programme be noted.

95. DURATION OF MEETING.

6.30pm to 8.20pm

MAIDSTONE BOROUGH COUNCIL

CABINET MEMBER FOR CORPORATE SERVICES

REPORT OF DIRECTOR OF ENVIRONMENT AND SHARED SERVICES

Report prepared by Stephen McGinnes

Date Issued: 27 January 2014

1. Local Council Tax Support Scheme (Amendment)

1.1 Key Issue for Decision

1.1.1 To consider changes required to the Local Council Tax Support Scheme to be introduced from 1st April 2014.

1.2 Recommendation of Head of Revenues and Benefits

1.2.1 That the changes to the Local Council Tax Support Scheme, as outlined in appendix A are introduced from the 1st April 2014.

1.3 Reasons for Recommendation

1.3.1 The Local Council Tax Support Scheme to be introduced from April 2014 was considered and approved at a meeting of Full Council on the 11th December 2013.

1.3.2 In making that decision it was accepted that further changes may be required with delegated authority to make such changes given to the Director of Environment and Shared Services, in consultation with the Cabinet Member for Corporate Services, with the proviso that any changes that would lead to a change in the level of discount given to eligible residents should come to the Strategic Leadership and Corporate Services Overview and Scrutiny Committee for consideration prior to implementation.

1.3.3 The nature of the changes are typical of the uprating that is made to benefit awards each year and do not principally change the approach which the council has set out with regards to the administration of the Local Council Tax Support Scheme.

1.3.4 The changes provided within Appendix A are necessary for the future operation of the scheme and can be summarised as follows.

- Minor amendments to reflect corrections in the drafting of the Council Tax Reduction Scheme (Prescribed Requirements) 2012.
- Uprating of personal allowances and premiums used within the calculation of Council Tax Support to mirror increases to be implemented by the DWP with regard to housing benefit and wider welfare system.
- An increase in the level of non dependent deduction applied across working age and pensioner claims, to reflect the increase announced within the Department for Communities and local Government (DCLG) arrangements.
- An increase in the income bands used within the calculation of alternative council tax reduction (second adult rebate) across working age and pensioner claims, to reflect the increase announced within the DCLG default arrangements.
- Technical change to the treatment of persons from abroad.

1.4 Alternative Action and why not Recommended

1.4.1 The scheme could be implemented without the proposed changes to working age households, however, the changes are in the main intended to allow for wider inflationary increases within the benefit system. Such a decision would therefore unfairly reduce awards.

1.4.2 The council are required to protect awards for pensioner households and if the inflationary increases were not made, the council would have to make wider changes to compensate and achieve a similar outcome. Such an approach would be administratively complex and provide no identified benefit.

1.5 Impact on Corporate Objectives

1.5.1 The change supports the council's commitment to assist vulnerable households and reduce deprivation.

1.6 Risk Management

1.6.1 If the council failed to make the proposed changes there would be an increased risk of complaint and legal challenge.

1.7 Other Implications

1.7.1

1.	Financial	X
2.	Staffing	
3.	Legal	
4.	Equality Impact Needs Assessment	X
5.	Environmental/Sustainable Development	
6.	Community Safety	
7.	Human Rights Act	
8.	Procurement	
9.	Asset Management	

1.7.2 Financial – the proposed changes are in line with the financial projections put forward for the 2014 scheme.

1.7.3 Equality Impact Assessment – the proposed changes are in line with the equality impact assessment that was undertaken for the 2014 scheme.

1.8 Relevant Documents

1.8.1 Appendices

Appendix A – Table of Changes

1.8.2 Background Documents

Local Council Tax Discount Scheme 2014

IS THIS A KEY DECISION REPORT?

Yes

No

If yes, when did it first appear in the Forward Plan?

.....

This is a Key Decision because: ...Significant in terms of its effects on communities living or working in an area comprising one or more wards in the area of the local authority.

.....

Wards/Parishes affected: ...All.....

.....

How to Comment

Should you have any comments on the issue that is being considered please contact either the relevant Officer or the Member of the Executive who will be taking the decision.

Cllr Brian Moss

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The following changes relate to Working Age customers (unless otherwise stated) in receipt of Council Tax Support have been made in line with legislative changes laid out in SI 2013 No. 3181 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013

Reference	Technical Reference	Change	Impact
1	Page 23 In Part 4 (classes of person entitled to a reduction)—	In the heading to paragraph 2 (class A: pensioners whose income is less than the applicable amount) for “is less than” substitute “ is no greater than ”;	Minor amendment to correct drafting errors in the 2012 Regulations
2	Page 105 In Schedule 2 Part 1	In paragraph 1(a) for “2013/14” substitute “2014/15”	References new financial year
3	Page 106 In Schedule 2 Part 2	In paragraph 3(a) for “2013/14” substitute “2014/15”	References new financial year
4	Page 110 In Schedule 3 Part 1	In paragraph 1(a) for “2013/14” substitute “2014/15”	References new financial year
5	Page 110 & 111 In Schedule 3 (Applicable Amounts: persons who are not pensioners) Part 1 (Personal Allowances)	In column (2) of the Table for “£71.70” in each place where it occurs substitute “£72.40”; In paragraph 1(c) for “£56.80” substitute “£57.35” In paragraph 3 for “£112.55” substitute “£113.70” In column 2 of the table for “£65.62” in each place where it occurs substitute “£66.33”	Increases certain figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction.
6	Page 111 Part 2 (Family Premium)	In paragraph 4(1)(b) for “£17.40” substitute “£17.45”	Increases certain figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction.
7	Page 118 Part 4	In paragraph 1(a) for “£31.00” substitute “£31.85”	Increase certain figures which are

	(Amounts of premiums specified in Part 3)	<p>In paragraph 1(b) for “£44.20” substitute “£45.40”</p> <p>In column (2) of the Table for “£59.50” in each place where it occurs substitute “£61.10”;</p> <p>In paragraph 2(b) for “£119.00” substitute “£122.20”</p> <p>In paragraph 3 for “£57.89” substitute “£59.50”</p> <p>In paragraph 4 for “£33.30” substitute “£34.20”</p> <p>In paragraph 5(a) for “£23.45” substitute “£24.08”</p> <p>In paragraph 5(b) for “£15.15” substitute “£15.55”</p> <p>In paragraph 5(c) for “£21.75” substitute “£22.35”</p>	used in calculating whether a person is entitled to a reduction and the amount of that reduction.
8	Page 119 Part 6 (Amount of components)	<p>In paragraph 23 for “£28.45” substitute £28.75</p> <p>In paragraph 24 for “£34.80” substitute £35.75</p>	Increase certain figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction.

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The following changes relate to Pension Age customers (unless otherwise stated) in receipt of Council Tax Support have been made in line with legislative changes laid out in SI 2013 No. 3181 The Council Tax Reduction Schemes (Prescribed Requirements) (England) (Amendment) Regulations 2013

Reference	Technical Reference	Change	Impact
9	Page 10 In regulation 2(1) (interpretation)	After “Scottish Parliament” in the definition of “enactment” insert “ or the National Assembly for Wales ”.	Minor amendment to correct drafting errors in the 2012 Regulations
10	Page 18 In regulation	For “he is not, or,” substitute “ he is not and, ”.	Minor amendment to correct

	3(a)(ii) (meaning of “pensioner”)		drafting errors in the 2012 Regulations
11	Page 20 & 21 In regulation 8 (households)—	<p>in paragraph (2)(a) after “boarded out” insert “or placed”;</p> <p>in paragraph (5)— (i) omit “and” after sub-paragraph (n);</p> <p>in paragraph (5)— (ii) after sub-paragraph (n) insert— “(na) the Children’s Hearings (Scotland) Act 2011(c); and”.</p>	Minor amendment to correct drafting errors in the 2012 Regulations
12	<p>Page 28 & 29 In regulation 12 (persons treated as not being in Great Britain)—</p> <p>Note: Extends to working age claimants</p>	<p>Before “or” at the end of sub-paragraph (a) in paragraph (4) insert— “(aa) regulation 14 of the EEA Regulations, but only in a case where the right exists under that regulation because the person is— (i) a jobseeker for the purpose of the definition of “qualified person” in regulation 6(1) of those Regulations, or (ii) a family member (within the meaning of regulation 7 of those Regulations) of such a jobseeker; (ab) Article 45 of the Treaty on the functioning of the European Union(a) (in a case where the person is seeking work in the United Kingdom, the Channel Islands, the Isle of Man or the Republic of Ireland);”;</p> <p>in paragraph (5)—</p> <p>(i) for sub-paragraph (e) substitute— “(e) a person who has been granted, or who is deemed to have been granted, leave outside the rules made under section 3(2) of the Immigration Act 1971(b) where that leave is— (i) discretionary leave to enter or remain in the United Kingdom, (ii) leave to remain under the Destitution Domestic Violence concession(c) which came into effect on 1st April 2012, or (iii) leave deemed to have been granted by virtue of regulation 3 of the Displaced Persons (Temporary Protection) Regulations 2005(d);”;</p> <p>(ii) omit “or” after sub-paragraph (f); and</p> <p>(iii) after sub-paragraph (g) insert— “(h) in receipt of income support, an income-based jobseeker’s allowance</p>	<p>Has the effect that rights of a person who is a jobseeker are not to be treated as a right to reside for the purposes of entitlement under a council tax reduction scheme.</p> <p>Amends the list of persons who do not need to show habitual residence</p>

		<p>or on an income-related employment and support allowance; or</p> <p>(i) a person who is treated as a worker for the purpose of the definition of “qualified person” in regulation 6(1) of the EEA Regulations pursuant to regulation 5 of the Accession of Croatia (Immigration and Worker Authorisation) Regulations 2013(e) (right of residence of a Croatian who is an “accession State national subject to worker authorisation)”.</p>	
13	<p>Page 30 In regulation 13 (persons subject to immigration control)—</p> <p>Note: Extends to working age claimants</p>	<p>At the beginning of paragraph (1) insert “Subject to paragraph (1A),”;</p> <p>After paragraph (1) insert—</p> <p>“(1A) A person who is a national of a state which has ratified the European Convention on Social and Medical Assistance (f) (done in Paris on 11th December 1953) or a state which has ratified the Council of Europe Social Charter (signed in Turin on 18th October 1961) and who is lawfully present in the United Kingdom is not a person subject to immigration control for the purpose of paragraph (1).”.</p>	Amends the provision which excludes “persons subject to immigration control” from being eligible for a reduction.
14	<p>Page 32 In Schedule 1 (pensioners: matters to be included in schemes)—</p>	<p>In the heading to paragraph 2 (class A: pensioners whose income is less than the applicable amount) for “is less than” substitute “is no greater than”;</p> <p>In paragraph 6(2) (applicable amounts) for the definition of “additional spouse” substitute—</p> <p>““additional spouse” means a spouse of either party to the marriage who is additional to the other party to the marriage;”;</p>	Minor amendment to correct drafting errors in the 2012 Regulations
15	<p>Page 35 In Schedule 1 (pensioners: matters to be included in schemes)—</p> <p>Note: Extends to working age claimants</p>	<p>In paragraph 8 (non-dependant deductions)—</p> <p>(i) in sub-paragraph (1)(a) for “£10.95” substitute “£11.25”;</p> <p>(ii) in sub-paragraph (1)(b) for “£3.65” substitute “£3.70”;</p> <p>(iii) in sub-paragraph (2)(a) for “£186.00” substitute “£188.00”;</p> <p>(iv) in sub-paragraph (2)(b) for “£186.00”, “£322.00” and “£7.25” substitute</p>	<p>Increase certain figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction.</p> <p>The up-rated figures relate to non-dependant deductions and their income bands</p>

		<p>“£188.00”; “£326.00” and “£7.45 x 1/7” respectively;</p> <p>(v) in sub-paragraph (2)(c) for “£322.00”, “£401.00” and “£9.15” substitute “£326.00”; “£406.00” and “£9.40 x 1/7” respectively;</p>	
16	<p>Page 36 In Schedule 1 (pensioners: matters to be included in schemes)—</p> <p>Note: Extends to working age claimants</p>	<p>(vi) at the end of sub-paragraph (7) add—</p> <p>“(e) he is not residing with the applicant because he is a member of the regular forces or the reserve forces (within the meaning of section 374 of the Armed Forces Act 2006(a)) who is absent, while on operations, from the dwelling usually occupied as their home.”;</p>	<p>Has the effect that a non-dependant deduction will not be made in respect of a member of the armed forces away on operations.</p>
17	<p>Page 105 & 106 & 109 In Schedule 2 (applicable amounts)—</p>	<p>In column (2) of the Table in paragraph 1—</p> <p>(i) in sub-paragraph (1)(a) for “£145.40” substitute “£148.35”;</p> <p>(ii) in sub-paragraph (1)(b) for “£163.50” substitute “£165.15”;</p> <p>(iii) in sub-paragraph (2)(a) for “£222.05” substitute “£226.50”;</p> <p>(iv) in sub-paragraph (2)(b) for “£244.95” substitute “£247.20”;</p> <p>(v) in sub-paragraph (3)(a) for “£222.05” substitute “£226.50”;</p> <p>(vi) in sub-paragraph (3)(b) for “£76.65” substitute “£82.50”;</p> <p>(vii) in sub-paragraph (4)(a) for “£244.95” substitute “£247.20”;</p> <p>(viii) in sub-paragraph (4)(b) for “£81.45” substitute “£82.05”;</p> <p>In column (2) of the Table in paragraph 2 for “£65.62” in each place where it occurs substitute “£66.33”;</p> <p>In the second column of the Table in Part 4—</p>	<p>Increase certain figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction.</p>

		<p>(i) in paragraph (1)(a) and (b)(i) for “£59.50” substitute “£61.10”;</p> <p>(ii) in paragraph (1)(b)(ii) for “£119.00” substitute “£122.20”;</p> <p>(iii) in paragraph (2) for “£23.45” substitute “£24.08”;</p> <p>(iv) in paragraph (3) for “£57.89” substitute “£59.50”;</p> <p>(v) in paragraph (4) for “£33.30” substitute “£34.20”.</p>	
18	<p>Page 123 Paragraph 1 of Schedule 3 (amount of alternative maximum council tax reduction)—</p> <p>Note: Extends to working age claimants</p>	<p>In column (1) of the Table</p> <p>In paragraph (b)(i) for “£183.00” substitute “£185.00”;</p> <p>In paragraph (b)(ii) for “£183.00” and “£239.00” substitute “£185.00” and “£241.00” respectively.</p>	<p>Increase certain figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction.</p> <p>The up-rated figures relate to income bands in relation to which the amount of a person’s alternative maximum council tax reduction is calculated</p>
19	<p>Page 124 paragraph 3(2) of Schedule 4 (sums disregarded from applicant’s earnings)</p>	<p>for paragraph (b) substitute—</p> <p>“(b) a part-time fire-fighter employed by the Scottish Fire and Rescue Service established under section 1A of the Fire (Scotland) Act 2005(a);”.</p>	<p>Minor amendment to correct drafting errors in the 2012 Regulations</p>
20	<p>Page 130 paragraph 19(2)(b) of Schedule 5 (disregards in relation to income other than earnings)</p>	<p>for “£56.80” substitute “£57.35”.</p>	<p>Increase certain figures which are used in calculating whether a person is entitled to a reduction and the amount of that reduction.</p>
21	<p>Page 150 to 152 In Schedule 6 (capital disregards)—</p>	<p>In paragraph 21—</p> <p>(i) after sub-paragraph (1)(e) insert—</p> <p>“(f) by way of occasional assistance including arrears and payments in lieu</p>	<p>Provide that certain payments made by local government for welfare purposes, certain arrears of universal</p>

	<p>Note: Extends to working age claimants</p>	<p>of occasional assistance (and in this paragraph “occasional assistance” has the same meaning as in paragraph 16 of Schedule 1)”;</p> <p>(ii) at the end of sub-paragraph (2)(n) omit “or”;</p> <p>(iii) at the end of sub-paragraph (2)(o) insert “or”;</p> <p>(iv) after sub-paragraph (2)(o) insert— “(p) social fund payments under Part 8 of the SSCBA.”;</p> <p>In paragraph 22 after sub-paragraph (2)(e) insert— “(f) paragraph 18 of Schedule 10 to the Universal Credit Regulations 2013(b);”;</p> <p>After paragraph 29 insert— “29A. A payment made under the Age-Related Payments Regulations 2013(c).”.</p>	<p>credit, and payments made to annuitants of the Equitable Life Assurance Company, are disregarded when assessing an applicant’s capital.</p>
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Agenda Item 9

**Maidstone Borough Council
Strategic Leadership and Corporate Services
Overview & Scrutiny Committee**

Tuesday 4th February 2014

**Mid Kent Environmental Health Shared Service Model –
Project Update**

Report of: Tracey Beattie,
Interim Environmental Health Shared Service Manager

1. Introduction

- 1.1 A tri-Cabinet meeting was held on 12 June 2013 between Maidstone Borough Council, Swale Borough Council and Tunbridge Wells Borough Council to consider the creation of a shared Environmental Health service under the MKIP partnership model.
- 1.2 An agreement in principle was given for a two-site service model to be designed, and that the relevant Overview and Scrutiny Committees at each authority should be invited to comment on the proposed operational model for the shared service before final approval under delegated decision by the relevant Portfolio Holders.
- 1.3 The Tunbridge Wells Overview and Scrutiny Committee will be considering the proposed model on 10 February 2014, and a Swale Overview & Scrutiny Committee working group will be considering the proposed model on w/c 10 February 2014.

2. Recommendation

- 2.1 That the Strategic Leadership and Corporate Services Overview & Scrutiny Committee notes the update and proposed model design from the Interim Environmental Health Manager at appendix A, and provides comments on the model for consideration by the Cabinet Member for the Environment.

3. Making Recommendations and achieving outcomes

- 3.1 In designing the model, the tri-Cabinet meeting agreed the following principles:
 1. The proposed model of operation must be designed around a two-site model located at Swale Borough Council offices and at Tunbridge Wells Borough Council offices
 2. Food and commercial premises at Maidstone Borough Council must be treated as a single entity when considering service delivery.

3. The design must take into account further development of the organisational and operational arrangements; identify the financial implications of the chosen model; and review service delivery arrangements across the authorities for premises inspections (food), and Environmental Permitting (IPPC).

4. Impact on Corporate Objectives

4.1 The Committee is asked to consider the model against the Maidstone key priorities:

- For Maidstone to be a decent place to live.
- Corporate and customer excellence

4.2 The critical success factors for the project, which align with achieving this corporate objective, are:

- To improve the resilience of the three services, and provide a shared service that meets financial and functional flexibility;
- To deliver measurable quality improvements for businesses and customers in the medium term;
- To create a culture of high professional standards and expertise;
- To ensure the change is self-funding through achieving service efficiencies in the short term, and to explore medium-term service efficiency savings opportunities.

Agenda Item 10

Maidstone Borough Council

Strategic Leadership & Corporate Services Overview and Scrutiny Committee

Tuesday 4 February 2014

Future Work Programme

Report of: Orla Sweeney, Overview & Scrutiny Officer

1. Introduction

- 1.1 To consider the Committee's future work programme.
- 1.2 To consider the information update given by the Chairman.

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. Any items on the draft future work programme, highlighted in bold, are provisional items for the Committee to approve.
- 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 Future Work Programme

- 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 it 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 of an Overview and Scrutiny Committee or Sub-Committee 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**) is a live document containing all key and non-key decisions.
- 4.2 Due to the nature of the List of Forthcoming Decisions, and to ensure the information provided to the Committee is up to date, a verbal update will be given at the meeting by the Chairman. The Committee can view the live document online at:
<http://meetings.maidstone.gov.uk/mgListPlans.aspx?RPId=443&RD=0>

5. Impact on Corporate Objectives

- 5.1 The Committee will consider reports that deliver against the following Council priority:
- 'Corporate and Customer Excellence'.
- 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.

Strategic Leadership & Corporate Services Overview and Scrutiny Committee Work Programme 2013-14

Meeting Date	Agenda Items	Details and desired outcome
4 June 2013	<ul style="list-style-type: none"> • Appointment of Chairman and Vice-Chairman • Work programming workshop • Leader & Cabinet Member Priorities for 2013/14 Municipal Year 	<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
9 July 2013	<ul style="list-style-type: none"> • Proposals for use of 2012/13 Underspend • Annual Performance Plan 	<ul style="list-style-type: none"> • To consider the proposals and make recommendations as appropriate • To consider the reports and make recommendations as appropriate
6 August 2013	<ul style="list-style-type: none"> • Commissioning and Procurement Strategy • 4th Quarter Complaints Reports and End of Year Review • Proposals for use of 2012/13 Underspend 	<ul style="list-style-type: none"> • To consider the strategy and agree to going forward for decision • To consider the report and make recommendations as appropriate • To consider the proposals and make recommendations as appropriate
3 September 2013	<ul style="list-style-type: none"> • 1st quarter performance monitoring report • 1st quarter Complaints monitoring report • Overview and Scrutiny Annual Report 2012/13 • Mid Kent Improvement Partnership (MKIP) TBC 	<ul style="list-style-type: none"> • To consider the reports and make recommendations as appropriate • To consider the annual report making recommendations as appropriate for it to be seen by Council • POSTPONED
1 October 2013	<ul style="list-style-type: none"> • Budget Strategy 2014/15 Onwards – revenue • Budget Working Group Update • Budget Savings Workshop (to follow meeting) 	<ul style="list-style-type: none"> • To consider the reports and make recommendations as appropriate • Workshop/Discussion
5 November 2013	<ul style="list-style-type: none"> • Mid Kent Improvement Partnership (MKIP) 	<ul style="list-style-type: none"> • Presentation followed by a question and answers

Appendix A

		session to enable the Committee to make a recommendation to include MKIP in its future work programme
3 December 2013	<ul style="list-style-type: none"> • Recommendations from the Budget Savings Workshop • 2nd quarter performance monitoring report (Mid-year Strategic Plan Performance Report) • 2nd quarter complaints monitoring report 	<ul style="list-style-type: none"> • To consider the reports and make recommendations as appropriate
7 January 2014	<ul style="list-style-type: none"> • Strategic Plan refresh • Corporate Improvement Plan refresh • Budget Strategy(Capital, Revenue and Fees and Charges) • Policy for the use of Bankruptcy Proceeding (POSTPONED) 	<ul style="list-style-type: none"> • To consider the reports and make recommendations as appropriate
4 February 2014	<ul style="list-style-type: none"> • Local Council Tax Support Scheme • MKIP Environmental Health Model 	<ul style="list-style-type: none"> • To consider the reports and make recommendations as appropriate
4 March 2014	<ul style="list-style-type: none"> • Equalities Objectives • 3rd quarter Complaints monitoring report • 3rd quarter performance monitoring report • Follow up on past reviews and recommendations (The Council as a Business & The Capital Programme Reviews) • Community and Engagement Strategy (TBC) 	
1 April 2014	<ul style="list-style-type: none"> • Evaluations of Leader & Cabinet Member Priorities for 2013/14 Municipal Year • MKIP Governance Review (TBC) 	



LIST OF FORTHCOMING DECISIONS

24

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

Publication Date: **23 January 2014**

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

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 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

WHO ARE THE CABINET?



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Leader of the Council
christophergarland@maidstone.gov.uk
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Councillor Stephen Paine
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Councillor Malcolm Greer
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Councillor John A Wilson
Cabinet Member for Community and Leisure
Services
johnawilson@maidstone.gov.uk
Tel: 01622 720989

List of Forthcoming Decisions

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
<p>Cabinet</p> <p>Due Date: Monday 27 Jan 2014</p> <p style="text-align: center; font-size: 2em;">28</p>	<p>Maidstone Borough Local Plan Draft Spatial Strategy</p> <p>The report will consider the borough's objectively assessed needs arising from the Strategic Housing Market Assessment. It will seek Member approval of the draft local plan spatial strategy for public consultation, including the targets for new dwellings and employment/retail floorspace.</p>	<p>KEY</p> <p>Reason: Policies, Plans, Strategies</p>	<p>Sue Whiteside suewhiteside@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Borough Local Plan Draft Spatial Strategy</p>
<p>Cabinet</p> <p>Due Date: Monday 27 Jan 2014</p>	<p>Integrated Transport Strategy 2011-31</p> <p>To consider the Integrated Transport Strategy 2011-31 for public consultation</p>	<p>KEY</p> <p>Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Integrated Transport Strategy 2011-31</p>

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: Monday 27 Jan 2014</p> <p style="text-align: center; font-size: 2em;">29</p>	<p>Maidstone Borough Local Plan Public Consultation Draft - Group 3 Policies</p> <p>This final group of local plan policies will comprise the housing target and spatial distribution of development for the borough, and a number of transport based policies.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Borough Local Plan Public Consultation Draft - Group 3 Policies</p>
<p>Cabinet</p> <p>Due Date: Monday 27 Jan 2014</p>	<p>Maidstone Integrated Transport Strategy</p> <p>The report sets out how the Integrated Transport Strategy (ITS) has developed and the direction the strategy is taking. It also sets out the next steps for the developing the ITS further.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Integrated Transport Strategy</p>

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted (other relevant documents may be submitted)
Chief Executive Due Date: Monday 27 Jan 2014	Planning Support - Shared Service - Choice of Employer To determine the employer for the planning support shared service.	KEY Reason: Expenditure > £250,000	Alison Broom alisonbroom@maidstone.gov.uk	Public	Planning Support - Shared Service - Choice of Employer
Licensing Committee Due Date: Thursday 30 Jan 2014	Street Trading Consent - Mr Ronald Munn Street Trading Consent - Mr Ronald Munn		Lorraine Neale lorraine.neale@maidstone.gov.uk	Public	Street Trading Consent - Mr Ronald Munn

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 31 Jan 2014</p> <p style="text-align: center; font-size: 2em;">31</p>	<p>Report of the Head of Planning and Development - Solar Energy Planning Policy Advice Notes</p> <p>To consider two planning policy advice notes to be used as guidance in determining solar energy applications.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Darren Bridgett darrenbridgett@maidstone.gov.uk</p>	<p>Public</p>	<p>Solar energy advice notes Appendix A: Planning policy advice note: Domestic and medium scale solar PV arrays (up to 50kW) and solar thermal Appendix B: Planning policy advice note: Large scale (more than 50kW) solar PV arrays Appendix C: SCRAIP - Planning, Transport and Development OSC 17 December 2013</p>
<p>Cabinet Member for Environment</p> <p>Due Date: Before Friday 31 Jan 2014</p>	<p>Review and Progress Update of Waste Strategy</p> <p>To review the progress which has been made towards the objectives of the Council's 5 year Waste Strategy in preparation for a new Waste Strategy for 2015-2020.</p>		<p>Steve Goulette Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Waste Strategy 2010-2015 Review and Progress Update of Waste Strategy</p>

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 7 Feb 2014</p> <p style="text-align: center; font-size: 2em;">32</p>	<p>Annual Monitoring Report 2012/13</p> <p>Maidstone's Annual Monitoring Report (AMR) provides a framework with which to monitor and review the effectiveness of local plan policies that address local issues over the monitoring period 1st April 2012 to 31st March 2013. This is Maidstone's 9th AMR.</p>		<p>Sue Whiteside suewhiteside@maidstone.gov.uk</p>	<p>Public</p>	<p>Annual Monitoring Report 2012/13</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Friday 7 Feb 2014</p>	<p>Warm Homes Eco Pilot Review</p> <p>Describes progress, upcoming issues and seeks decision on next steps for the Warm Homes scheme in Maidstone</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Neil Coles neilcoles@maidstone.gov.uk</p>	<p>public</p>	<p>Warm Homes Eco Pilot Review</p>

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 7 Feb 2014</p> <p>33</p>	<p>Park and Ride Tender</p> <p>To consider awarding the Park & Ride contract for a three year period following the procurement process identifying supplier A as the preferred supplier.</p> <p>To consider awarding the Park & Ride contract to provide Park & Ride services from Sittingbourne Road, Willington Street and London Road (option 1)</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Jeff Kitson jeffkitson@maidstone.gov.uk</p>	<p>Public Report</p>	<p>Park and Ride Tender</p>
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 7 Feb 2014</p>	<p>Exempt Appendix to Park and Ride Tender</p> <p>Detailing the procurement process, tender submissions and the preferred supplier.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Jeff Kitson jeffkitson@maidstone.gov.uk</p>	<p>Private due to commercial sensitivity</p>	<p>Park and Ride Tender</p>

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cabinet Member for Corporate Services Due Date: Friday 7 Feb 2014 34	MKIP – Shared Fraud Service To consider the proposal for entering into shared fraud investigation service between Maidstone, Tunbridge Wells and Swale Borough Councils as set out in the attached business case.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	MKIP – Shared Fraud Service
Cabinet Member for Corporate Services Due Date: Friday 7 Feb 2014	Transfer of Oakwood Cemetery To consider the freehold transfer of Oakwood Cemetery to the Council for the purchase price of £1.00		Lucy Stroud lucystroud@maidstone.gov.uk	Public	Transfer of Oakwood Cemetery Oakwood Cemetery report Appendix A.doc.docx Oakwood Cemetery report Appendix B.doc.docx.doc Oakwood Cemetery report Appendix C.doc Transfer of Oakwood Cemetery

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 12 Feb 2014	Budget Monitoring - Third Quarter 2013/14 Revenue and capital budget monitoring		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring - Third Quarter 2013/14
Cabinet Due Date: Wednesday 12 Feb 2014 35	Refresh of the Corporate Improvement Plan 2014-17 To consider the refreshed Corporate Improvement Plan for 2014-17, which details the Council's improvement journey in terms of the key improvement workstreams and the priority services and projects for improvement.	KEY Reason: Policies, Plans, Strategies	Georgia Hawkes, Head of Business Improvement georgiahawkes@maidstone.gov.uk	Public	Refresh of the Corporate Improvement Plan 2014-17 AppA_RefreshofImprovementPlan.pdf Refresh of the Corporate Improvement Plan 2014-17
Cabinet Due Date: Wednesday 12 Feb 2014	Quarter 3 KPI Performance Report quarterly performance report		Clare Wood clarewood@maidstone.gov.uk	Public	Quarter 3 KPI Performance Report

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 12 Feb 2014	Council Tax Premium for Long Term Empty Properties A policy decision on whether to charge a premium on the council tax payable for properties that have been empty for 2 years or more.	KEY Reason: Affects more than 1 ward	Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Council Tax Premium for Long Term Empty Properties
Cabinet Due Date: Wednesday 12 Feb 2014	Licensing Peer Challenge Findings and Next Steps		John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Public	Licensing Peer Challenge
Cabinet Member for Community and Leisure Services Due Date: Friday 14 Feb 2014	Play Area Improvements Programme 2013/14 A report to consider the allocation for the Play Area Improvements Programme for 2013/14		Amanda Scott amandascott@maidstone.gov.uk	Public	Play Area Improvements Programme 2013/14

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted (other relevant documents may be submitted)
Leader of the Council Due Date: Before Friday 21 Feb 2014	Unrecoverable Business Rates Authorisation to write off unrecoverable Business Rates.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Unrecoverable Business Rates
Leader of the Council Due Date: Friday 21 Feb 2014	Exempt Appendix - Unrecoverable Business Rates To support report seeking authorisation to write off unrecoverable business rates		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Private - Contains personal data covered by Data Protection.	Unrecoverable Business Rates
Cabinet Member for Corporate Services Due Date: Friday 21 Feb 2014	Local Council Tax Discount Scheme (Amendment) Technical change and uprating to the scheme approved by Full Council for implementation in April 2014.	Reason: Affects more than 1 Ward	Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Local Council Tax Discount Scheme (Amendment)

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: Monday 24 Feb 2014</p>	<p>Maidstone Borough Local Plan Public Consultation Draft (Regulation 18)</p> <p>Report seeking approval to undertake public consultation (Regulation 18) on the draft Maidstone Borough Local Plan</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Sue Whiteside suewhiteside@maidstone.gov.uk</p>	<p>Public</p>	<p>Local Council Tax Discount Scheme (Amendment)</p>
<p>Cabinet</p> <p>Due Date: Monday 24 Feb 2014</p>	<p>Waste Strategy 2014-2019</p> <p>New Waste Strategy to outline the key objectives for the next 5 years.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Steve Goulette Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Waste Strategy 2010-2015 Waste Strategy 2014-2019</p>

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet</p> <p>Due Date: Monday 24 Feb 2014</p> <p style="text-align: center; font-size: 2em;">69</p>	<p>Community Infrastructure Levy - Preliminary Draft Charging Schedule</p> <p>Preliminary draft charging schedule document approval for consultation alongside the Maidstone Borough Local Plan.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Community Infrastructure Levy - Preliminary Draft Charging Schedule</p>
<p>Cabinet</p> <p>Due Date: Monday 24 Feb 2014</p>	<p>Infrastructure Delivery Plan (IDP)</p> <p>The purpose of the IDP is to identify the infrastructure required to meet the spatial objectives and growth anticipated in the Local Plan and thus demonstrate that the Plan is both realistic and deliverable.</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Infrastructure Delivery Plan (IDP)</p>

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
Cabinet Member for Corporate Services Due Date: Friday 28 Feb 2014	Discretionary Housing Payment Future policy for the award of discretionary housing payments.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	Public	Discretionary Housing Payment
Cabinet Member for Corporate Services Due Date: Friday 28 Feb 2014 140	Bankruptcy Policy for Council Tax and Business Rates Debt The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.	KEY Reason: Policies, Plans, Strategies	Sheila Coburn sheilacoburn@maidstone.gov.uk	Public	Bankruptcy Policy for Council Tax and Business Rates Debt

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted <i>(other relevant documents may be submitted)</i>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 28 Feb 2014</p> <p>41</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p> <p>Approval of write offs for irrecoverable debts of Council Tax, Business Rates and Housing Benefit Overpayments</p>		<p>Sheila Coburn sheilacoburn@maidstone.gov.uk</p>	<p>Public</p>	<p>Council Tax, Business Rates and Housing Benefits Overpayments write offs</p>
<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 28 Feb 2014</p>	<p>Lease of Giddyhorn Lane Tennis Courts</p> <p>Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playign Fields</p>		<p>Lucy Stroud lucystroud@maidstone.gov.uk</p>	<p>Private because of commercially sensitive information.</p>	<p>Lease of Giddyhorn Lane Tennis Courts</p>
<p>Audit Committee</p> <p>Due Date: Monday 3 Mar 2014</p>	<p>Internal Audit Operational Plan for 2014/15</p> <p>To agree the 2014/15 Internal Audit Operational Plan</p>		<p>Russell Heppleston russellheppleston@maidstone.gov.uk</p>	<p>Public</p>	<p>Internal Audit Operational Plan for 2014/15</p>

Forthcoming Decisions
January 2014 - May 2014

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 <i>if Private the reason why</i>	Documents to be submitted (other relevant documents may be submitted)
<p>Cabinet Member for Planning, Transport and Development</p> <p>Due Date: Friday 21 Mar 2014</p>	<p>Green and Blue Infrastructure</p> <p>Responses and recommendations from Green and Blue Infrastructure stakeholder engagement.</p>		<p>Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Green and Blue Infrastructure</p>
<p>Cabinet Member for Economic and Commercial Development</p> <p>Due Date: Friday 30 May 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 dawnhudd@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018</p>
<p>Cabinet</p> <p>Due Date: Monday 24 Feb 2014</p>	<p>Waste Strategy 2014-2019</p> <p>New Waste Strategy to outline the key objectives for the next 5 years.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Steve Goulette Stevegoulette@maidstone.gov.uk</p>	<p>Public</p>	<p>Waste Strategy 2010-2015 Waste Strategy 2014-2019</p>

Forthcoming Decisions
January 2014 - May 2014

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<p>Cabinet</p> <p>Due Date: Monday 24 Feb 2014</p> <p style="text-align: center;">43</p>	<p>Community Infrastructure Levy - Preliminary Draft Charging Schedule</p> <p>Preliminary draft charging schedule document approval for consultation alongside the Maidstone Borough Local Plan.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk</p>	<p>Public</p>	<p>Community Infrastructure Levy - Preliminary Draft Charging Schedule</p>
<p>Audit Committee</p> <p>Due Date: Monday 3 Mar 2014</p>	<p>Internal Audit Operational Plan for 2014/15</p> <p>To agree the 2014/15 Internal Audit Operational Plan</p>		<p>Russell Heppleston russellheppleston@maidstone.gov.uk</p>	<p>Public</p>	<p>Internal Audit Operational Plan for 2014/15</p>

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<p>Cabinet Member for Economic and Commercial Development</p> <p>Due Date: Friday 30 May 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 dawnhudd@maidstone.gov.uk</p>	<p>Public</p>	<p>Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018</p>