

AGENDA

ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 1 July 2014

Time: 7.30 pm

**Or at the conclusion of the Future Work Programme
Workshop (whichever is later)**

Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Butler, Cuming, Fissenden, Mrs Gooch, Mrs Hinder,
Hogg, Paterson, Powell and Vizzard

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Continued Over/:

Issued on 18th June 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

Economic and Commercial Development Overview & Scrutiny Committee

MINUTES OF THE MEETING HELD ON TUESDAY 22 APRIL 2014

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

Also Present: Councillor Greer

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

RESOLVED: That all items should be webcast as proposed.

93. APOLOGIES

There were no apologies.

94. NOTIFICATION OF SUBSTITUTE MEMBERS

There were no substitute members.

95. NOTIFICATION OF VISITING MEMBERS/WITNESSES

Councillor Malcolm Greer, Cabinet Member for Economic and Commercial Development was present to speak on item 8: Cabinet Member for Economic and Commercial Development Review of the Year 2013/2014.

Karen Franek, Principal Economic Development Officer, was present to speak on item 9: Enterprise Hub Update and item 10: Employability and Worklessness Projects Update.

Abi Lewis, Economic Development Officer, was present to speak on item 10: Employability and Worklessness Projects Update.

96. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

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

RESOLVED: That all items should be taken in public as proposed.

98. URGENT ITEM- AMENDED AGENDA

The chairman explained to the committee that an amended agenda had to be published as the minutes of the previous meeting had not been published with the original agenda.

99. MINUTES OF THE MEETING HELD ON 25 MARCH 2014

It was explained to the Committee by the Research and Performance Officer that the minutes of the meeting held on 25 March 2014 would require the following amendments:

- That the following phrase be added at the end of minute 90: Future Work Programme:
RESOLVED: That the committee note the future work programme.'
- That a further minute be added to show the duration of the meeting

RESOLVED: That the minutes be signed as an accurate record of the meeting, subject to the changes above.

100. CABINET MEMBER FOR ECONOMIC AND COMMERCIAL DEVELOPMENT REVIEW OF THE YEAR 2013/2014

Councillor Malcolm Greer, the Cabinet Member for Economic and Commercial Development, was invited to speak on item 8: Cabinet Member for Economic and Commercial Development Review of the Year 2013/2014.

Councillor Greer explained the progress within his portfolio over the previous year, which included:

- High Street Regeneration Phase 2, which was completed on time and on budget.
- High Street Regeneration Phase 1, which had been handed over to Kent County Council to maintain as they were the Highway Authority.
- Cllr Greer was in the process of making arrangements to ensure utility companies repaired the High Street in a timely manner after any necessary works.
- Consultations (with the public and businesses) and feasibility studies were underway for further regeneration work on Gabriels Hill, Earl Street and Week Street.
- The arrangements being made to use a local company for all repairs to the High Street.
- Kent Institute of Medicine and Surgery (KIMS) was opened on 2nd April 2014 by the Duke of Gloucester. The first operation was scheduled for the 1st May 2014. This brought 800 jobs to Maidstone, and 25% of procedures undertaken would be for NHS patients.
- KIMS Phase 2 was underway, called the Maidstone Medical Campus (MMC). Outline planning permission had been agreed and the Section 106 agreement was currently being negotiated. This was a

£230 million development, and would provide 3,000 jobs in Maidstone.

- The deal to regenerate Wrens Cross fell through, as Kent County Council (the site owner) and the developer could not come to an agreement.
- The commercialism agenda. It was explained the main areas under consideration were:
 - How to utilise the assets the council already had;
 - How and when the council could become financially self-sufficient; and
 - What investments could be made to ensure this happened.
- The Committee were informed that the Cabinet Member had been visiting businesses, and the one thing that stood out was the difficulty in these businesses being able to recruit skilled individuals to help them grow.

It was explained that the new Cultural Services Manager was in place at the Museum and in terms of the Visitor Economy the following achievements were highlighted:

- New signage had been installed in the town;
- A coach drop off point near the museum was operational; and
- The Visitor Information Centre won an award.

In terms of charitable work, the following work had been undertaken:

- Vichi helped build a garden at Heather House; and
- Blackthorn Trust have opened a new clinic room for ex service personnel. A £5,000 grant from Maidstone Borough Council helped to contribute towards the funding for this room.

Councillor Greer then took questions from the Committee.

The Committee were surprised that the consultation and feasibility study for the regeneration of Earl Street were only just about to take place, as it had been spoken about for some time.

Councillor Greer responded that as there was not a proposed regeneration scheme in place, the Council had missed out on Section 106 funding from the Next development at Junction 7 of the M20. This had focused everyone's minds in the Economic Development Department to have proposed regeneration schemes ready for implementation. This would be so that when the next major development was proposed the council could secure funding through Section 106 funds.

Councillor Greer suggested that draft sketches of the proposed Earl Street scheme should be circulated to the committee.

In response to a question from the Committee, Councillor Greer assured the Committee that the council had a ready supply of granite blocks for any repairs that were needed for the High Street.

The Committee asked Councillor Greer for information on how the high street fared in terms of foot fall, particularly in comparison to other high

streets in Kent and regionally. Councillor Greer informed the Committee that this information could be supplied to the Committee at a later date.

The Committee enquired about whether there was any progress with regeneration work at the Maidstone East train station site. Councillor Greer responded that whilst there were proposals in place for the regeneration of the site, there needed to be an anchor store (such as a large food chain) to commit to make it viable. However, there are questions to be asked by the Council on whether Council funds should be invested to make a regeneration project viable.

The committee asked whether there had been any progress in putting some visitor information back in the town hall. Councillor Greer stated that this was the responsibility of the Cabinet Member for Corporate Services, so could not speak on his behalf.

The Committee thanked Cllr Greer for his update.

RESOLVED: That

- a) Information on footfall on the High Street, as well as comparative figures for Kent and regionally, be circulated to the committee;
- b) Draft sketches of the Earl Street regeneration scheme be circulated to the committee; and
- c) A progress update be requested from Councillor Moss around provision of visitor information at the Town Hall.

Councillor Stockell left the meeting during this item at 19:34.

101. **ENTERPRISE HUB UPDATE**

Karen Franek, Principal Economic Development Officer, was invited to speak on item 9: Enterprise Hub Update.

Karen Franek conveyed to the Committee that the reason for the delays in the project was that Kent County Council had withdrawn £200,000 of grant funding for the project.

This had resulted in a review of the project to determine whether the project could be delivered on budget and responsibly. As a result of this review, various business plans had been written for the project based on different funding assumptions.

Karen Franek reassured the Committee that the Council remained committed to the project and that there was a need for an Enterprise Hub. However it was important to ensure that the council wasn't exposed to unnecessary risk whilst pursuing the project.

The Committee enquired how the Enterprise Hub would fit in with other providers in the sector. Karen Franek responded that the Enterprise Hub would be one of many providers in the market place that cater for the

different needs of different businesses. The Enterprise Hub would be an open plan work space that would provide a collaborative working environment for small businesses, which was different to other providers in the market that provided managed offices. The Enterprise Hub would have an important role in linking up businesses with the appropriate support to enable them to grow.

The Committee asked Karen Franek whether the building proposed- the Crown Post Office on King Street- was suitable for such a business hub. In response, Karen Franek explained that the actual building itself was perfect for the Enterprise Hub. However the building was only being offered leasehold, which gave the Council a reduced level of security.

The Committee was of the opinion that good ideas would inevitably succeed, and questioned whether there was any need for an Enterprise Hub. Karen Franek explained that it was important that those who considered starting their own business were provided with high quality advice, as far too many businesses fail in their first few years of operation. The advice and support provided would help those who were considering this option decide whether starting a business was the right option for them. Those who go ahead with their businesses would also be able to achieve success earlier if they had access to the right advice and support.

In response to a question from the Committee, Karen Franek explained that one of the reasons for locating the Enterprise Hub in the town centre was because the town centre has good public transport links. This was important because one of the Council's objectives was to reduce the number of young people who are not in employment, education or training. One of the ways of achieving this was to encourage young people to start their own business, and good access by public transport to the Enterprise Hub was important to achieve this.

RESOLVED: That the final proposal outlining the Enterprise Hub be considered by scrutiny before the Cabinet Member takes a decision.

102. EMPLOYABILITY & WORKLESSNESS PROJECTS UPDATE

Abi Lewis, Economic Development Officer, and Karen Franek, Principal Economic Development Officer, were invited to speak on item 10- Employability and Worklessness Projects Update.

Abi Lewis gave a verbal update to the Committee on the progress of the Employability and Worklessness projects, including:

- A jobs fair, with businesses that had live vacancies present at the fair;
- A work experience coffee morning, where young people could come to find out about work experience placements at the Council;
- Developing a training providers database website to help guide young people to the appropriate training opportunities suited to their needs; and

- Cllr Greer and Abi Lewis would continue to visit local businesses to help them understand the benefits of employing young people, either in full employment or as apprentices.

The Committee asked Abi Lewis what provision there was in rural areas around skills and employability. Abi Lewis responded that those living in rural areas often faced barriers around transport in particular. However this was being addressed by travelling to those rural areas to provide support, for example hosting CV clinics in rural areas.

The Committee enquired whether the service being delivered could be turned into a revenue stream, as the Committee was aware that schools were already paying for a similar service. Abi Lewis informed the Committee that she was already working with Kent County Council, which would help her to engage with schools and businesses. Abi Lewis stated that developing the service along commercial lines was certainly something to consider.

In response to a question from the Committee, Abi Lewis explained that she was working to help address issues around informal recruitment. This included helping people to approach employers and to make speculative applications.

Abi Lewis conveyed to the Committee that there was a real need for better careers advice in schools.

RESOLVED: That

- a) The Council be recommended to look at commercialising the skills and employability service it offers, particularly targeting local schools who may pay for the service offered by Maidstone Borough Council; and
- b) The Committee receive an update on the skills and employability work programme in 6 months time.

103. **ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW AND SCRUTINY COMMITTEE REVIEW OF THE YEAR 2013/2014**

The committee considered the Economic and Commercial Development Overview and Scrutiny Committee Review of the Year 2013/2014.

RESOLVED: That the Economic and Commercial Development Overview and Scrutiny Committee Review of the Year 2013/2014 be presented to the Scrutiny Co-ordinating Committee, subject to the following changes:

- Councillor Stockell's name added to the committee membership; and
- The date for the Cabinet Member Decision on the Museums Collections Policy be amended to reflect the new date given in the list of forthcoming decisions.

104. **DRAFT EVENTS REVIEW**

The Committee considered the draft Events Review.

The Committee discussed whether the order of the recommendations should be changed so they were in order of importance. The Committee decided that the recommendations should be listed in order of importance for the purpose of the report to Cabinet, but should be left in the current order for the draft Events Review report.

The Committee discussed adding extra recommendations around an early warning system to notify residents before events were to take place and a single point of contact at the Council for events organisers.

RESOLVED: That:

- a) The recommendations be placed in the following order in the report to cabinet, to reflect their importance:
 - Recommendation 7 should be recommendation 1
 - Recommendation 6 should be recommendation 2
- b) A recommendation be added to the report about an early warning system for residents to let them know when events would be occurring nearby;
- c) A recommendation be added to the report about a single point of contact at the council for events organisers; and
- d) Councillors Cox and Newton should present the draft Events Review to cabinet.

And that the following recommendations should be included in the final review report:

- e) That the Committee supports the compiling of an Events Calendar by the Cabinet Member for Economic and Commercial Development.
- f) That once in place, the Economic Impact Assessment online tool should be used for all regular events that happen in the borough that receive funding or support from the Council.
- g) That once in place, the Economic Impact Assessment tool should be publicised to event promoters and those who have held events in the borough over the past three years.
- h) That a debriefing should happen with the relevant Head of Service following each Council funded or supported event to capture feedback and understand what lessons can be learnt.
- i) That the Council works with Maidstone Area Arts Partnership, and other partners, to create an Economic Impact Assessment tool for smaller events; including a matrix to determine which tool should be used for each event.
- j) That the event documents should be reviewed with the aim of creating an Events Pack for anyone wishing to hold an event which includes a checklist.
- k) That where MBC provide funding for an event, it should take on the role of Event Organiser (and the legalities set out above involved in this) and delegates the event management to a responsible person/s.

- l) That there should be a single point of contact at the Council for Event Organisers.
- m) That an Event forum is set up to facilitate better sharing on information between the relevant event organisations/partners.
- n) That consideration is given to resurrecting the database of leisure and cultural based organisations, including the possibility of sharing the maintenance and administration of this database with another agency.
- o) That the possibility of sending out an Events Pamphlet with the Annual Council Tax bill be investigated for 2015 and beyond.
- p) That the feasibility of extending sharing arrangements with items from Maidstone attractions and events used at different locations/events to promote and signpost to the attraction is investigated, for example having a piece from Kent Life displayed at the Hazlitt.
- q) That consideration is given to introducing an early warning system to inform residents about events taking place in their area.
- r) That a mechanism for signposting people in the Town Centre to events happening elsewhere in the borough be introduced, as well as exploring opportunities for cross marketing of events.
- s) That the council should compile a list of all the event equipment it holds and publish this list accordingly, and encourage other event organisers/providers to do the same.
- t) That arrangements for hiring event equipment, when it is not in use, to partners and other event providers in the borough be investigated.

105. FUTURE WORK PROGRAMME

The Committee suggested that fees for using the river should be considered by the Committee as part of its work programming meeting in July 2014.

RESOLVED: That the Future Work Programme be noted and that fees for using the river be considered by the Committee as part of its work programming meeting in July 2014.

106. DURATION OF MEETING

18:30 to 21:23

Maidstone Borough Council
Economic and Commercial Development
Overview and Scrutiny Committee
Tuesday 1st July 2014
Future Work Programme

While reading the following report you may want to think about:

- What you want to know from the report;
- What questions you would like answered.

Make a note of your questions in the box below.

As you read the report you may think of other questions.

Questions I would like to ask regarding this report:

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-
-
-
-

Maidstone Borough Council

Economic and Commercial Development Overview and Scrutiny Committee

Tuesday 1st July 2014

Future Work Programme

Report of: Christian Scade, Senior Corporate Policy Officer

1. Introduction

- 1.1 At their meeting of 23 April 2014 the Scrutiny Coordinating Committee¹ discussed the development of the 2014-15 Overview and Scrutiny Committees' Future Work Programmes (FWP) and review topics.
- 1.2 As a result of these discussions it was agreed to design and run a Future Work Programme Workshop before each Committees' first meeting of the 2014-15 municipal year.
- 1.3 During the workshops committees will discuss and select topics relating to the terms of reference for their committee attached as **Appendix A**.
- 1.4 The results of the Committees' discussions at their workshops are to be used to help develop a draft future work programme and select a review topic for the 2014-15 municipal year.
- 1.5 Committees will also be asked to consider their development requirements for the year relating to their agreed FWP and review topic.

2. Recommendation

- 2.1 That the Committee uses the results of their discussions from the Future Work Programme Workshop held before this meeting to plan their draft future work programme.
- 2.2 That the Committee also uses the results of their discussions from the Future Work Programme Workshop held before this meeting to plan their review topic for the 2014-15 municipal year.
- 2.3 That the Committee considers their development needs for the coming year to enhance the work of their FWP and review topic.

¹ The Scrutiny Coordinating Committee, consisting of the Chairman and Vice Chairman of each Overview and Scrutiny committees, is tasked to consider matters relating to the conduct, performance and procedures of the Overview and Scrutiny committees and develops mechanisms for addressing cross cutting issues and preventing duplication in the work of individual committees.

- 2.4 That Committee notes the terms of reference for this Committee, attached as **Appendix A**, when making their decisions.
- 2.5 That the Committee considers the sections of the List of Forthcoming Decisions relevant to the Committee at **Appendix B** and whether these are items that require further investigation or monitoring and inclusion on their FWP.

3 What is Overview and Scrutiny?

- 3.1 Overview and Scrutiny committees (O&S) were brought into being by the Local Government Act 2000 as a way of holding the executive to account. In Maidstone, there are four committees overseeing six Cabinet portfolios. O&S committees play two main roles with this structure; the bulk of their time is spent examining the policy, administration and expenditure of the council through focused policy reviews similar to select committee inquiries. They also have a role in scrutinising key council documents such as the budget and strategic plan, and have the power to 'call in' decisions of the cabinet once they have been made and suggest alternative courses of action. The breakdown below provides a useful aide memoire:

Role	How
Policy Development	Through carrying out reviews in new areas and aiding the cabinet in its policy work.
Holding the Executive to account	Through pre- and post-cabinet decision scrutiny. Pre-decision - inviting cabinet members to report to the committee on their work and making recommendations to assist policy development, and initiating reviews of services and policy, for example climate change. Post-decision scrutiny: scrutiny committees may call-in a cabinet or cabinet member decision, review that decision and make recommendations.
Policy Review	Keeping an eye on the policies developed by the council and the cabinet and making recommendations where appropriate for improvement.
Performance Management	Reviewing performance management information, identifying services that are not performing and making recommendations for improvement.
External Scrutiny	Looking outside the council at other services provided to the public. This includes the Council's responsibility to scrutinise the Safer Maidstone Partnership under the Police and Justice Act 2006.

Engaging the public	A key role for scrutiny is to engage the public in its work and give the public a voice. This can be achieved through co-option, working with the local media and asking for the public's input into the scrutiny work programme.
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3.2 Scrutiny cannot:

- Take decisions, however it can recommend to decision makers;
- Investigate individual complaints. For information on the council's complaint procedure please see <http://www.maidstone.gov.uk/find-and-contact-us/complaints-policy>
- Change a cabinet decision – it can recommend a decision be changed but it is up to cabinet whether or not it accepts that recommendation;
- Scrutinise individual planning or licensing decisions;
- Investigate the conduct or behaviour of a councillor or officer - this is the responsibility of the Standards Committee.

4 Future Work Programme

- 4.1 Each O&S committee is required to approve and co-ordinate an annual work programme, including the programme of any review topics. Members of each O&S committee have an important role to play in ensuring time and resources are effectively and efficiently used.
- 4.2 Careful selection and prioritisation of work is essential if the scrutiny function is to be successful, achieve added value and retain credibility. The work programme should be realistic, relevant to the public, of interest to Members and be adequately resourced. It needs to be flexible to ensure it remains relevant and to retain a degree of flexibility to enable additional issues to be scrutinised urgently.

5 Scrutiny Review Topics

- 5.1 Scrutiny reviews are a key aspect of O&S work, and provide opportunities to thoroughly investigate topics and help make improvements. This type of work should enable more robust and effective challenge and lead to better decision making. In depth reviews should also help engage the public, and provide greater transparency and accountability.
- 5.2 Examples of review topics already undertaken by O&S Committees include:
- Accessing Mental Health Services Before the Point of Crisis – April 2014
 - Events Review - April 2014
 - Maidstone Visitor Information Centre - 2013
 - Review of the Capital Strategy – 2013

6 Scrutiny review topic selection criteria

- 6.1 The following selection criteria are suggested to committees when deciding on their topic selections for their review topic:
- Accept the topic if it:
 - Affects local people;
 - Will bring improvements for local people and/or for the council;
 - Relates to a poor performing service.
 - Reject the topic if it:
 - Has been covered by and O&S committee in the past 12 months;
 - Is an individual complaint.

7 Future Work Programme Workshop

- 7.1 In March 2014 the O&S team, with the help of the Communications team, implemented a communications plan to help gather suggestions for topics for the committees FWP and reviews.
- 7.2 Requests for ideas for topic suggestions were sent using:
- Emails direct to parish councils, all Maidstone Borough Councillors (MBC), stakeholders including Kent County Council (KCC), local charities and community groups;
 - Press releases in the Downs Mail and Kent Messenger;
 - Articles on the MBC intranet and website;
 - Twitter and Facebook;
 - Internal channels such as Wakey Wakey and face to face meetings with key staff.

- 7.3 Since March the O&S team have received more than 50 suggestions from staff, members of the public, community representatives, key stakeholders/partners including parish councils and local press. A list of all the suggestions received is attached as **Appendix C**.
- 7.4 A number of items identified for 2013-14 were not reviewed or the Committee requested an update after a six month period. These items have been included in Appendix C with a note to indicate they are carried over from 2013-14. The Committee is requested to consider these items together with the suggestions received for 2014-15.
- 7.5 All the suggestions will be used in an activity during the Future Work Programme Workshop to be held prior to this meeting
- 7.6 The aim of the workshop is for each O&S committee to develop their FWP and decide on a least one review topic for the 2014-15 municipal year.
- 7.7 With the input of the Scrutiny Coordinating Committee the workshop has been designed to be interactive and engaging to encourage discussion and debate to develop a work programme that is realistic and relevant to the committee.
- 7.8 The work programmes will need to be flexible to enable additional issues to be scrutinised urgently throughout the year. With additional work not yet scheduled in, the work programme has the potential to become quite substantial. The Committee should aim to maintain a manageable work programme and regularly consider whether items can be removed.
- 7.9 The importance of input from Cabinet Members and Officers is crucial to the development of the FWP. All Councillors have been invited to all four workshops.
- 7.10 To help promote pre-decision scrutiny key members of staff will also be attending the workshops, and Committee meetings, to respond to any questions on major pieces of work applicable to each Committee's terms of reference for the coming year.
- 7.11 The Committee may wish to interview Cabinet members in July or August to better understand their priorities for the coming year.
- 7.12 Part of the workshop will also focus on members learning and development needs and opportunities to ensure effective scrutiny, work programing and scoping of reviews.
- 7.13 Throughout the course of the municipal year the Committee is asked to review their work programme and to put forward ideas for scrutiny. Members are asked to consider the work programme at each meeting to ensure that it remains appropriate and covers all issues Members wish to consider within the Committee's remit.

- 7.14 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 of the Committee or Sub-Committee. On receipt of such a request the proper officer will ensure that it is included on the next available agenda, the Member must attend the meeting and speak on the item put forward.'

8 List of Forthcoming Decisions

- 8.1 The List of Forthcoming Decisions (**Appendix B**) is a live document containing all key and non-key decisions.
- 8.2 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>

9 Alternative Action and why not Recommend

- 9.1 None

10 Impact on Corporate Objectives

- 10.1 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.
- 10.2 This Committee will consider reports that deliver against the following Council priorities:
- 'Corporate and Customer Excellence'
 - 'For Maidstone to Have a Growing Economy'

11 Financial Implications

To assist O&S committees in their inquiries, a small budget is available for the purchase of necessary equipment and to cover the costs of training, site visits, meetings in locations other than the Town Hall, witness expenses, specialist advice, books and any other costs that might be legitimately incurred by the committees in the course of their activities.

12 Relevant Documents

Appendix A – Overview and Scrutiny Committees' Terms of Reference
Appendix B – List for Forthcoming Decisions

13 Background Documents

None

ARTICLE 6 – OVERVIEW AND SCRUTINY COMMITTEES

6.01 Terms of Reference

The Council will appoint the Overview and Scrutiny Committees set out in the left hand column of the table below to discharge the functions conferred by section 21 of the Local Government Act 2000, the Police and Justice Act 2006, or regulations under section 32 of the Local Government Act 2000 in relation to the matters set out in the second column of the same table. Each overview and scrutiny committee will be responsible for scrutinising policy framework documents that fall within their respective terms of reference.

Strategic Leadership and Corporate Service Overview and Scrutiny Committee	Planning, Transport and Development Overview and Scrutiny Committee
Leader; and Cabinet Member for Corporate Services	Cabinet Member for Planning, Transport and Development
<ul style="list-style-type: none"> • Reviewing performance and ensuring appropriate action is identified and executed to remedy performance issues • Asset Management • Communications • Human Resources • Business Transformation and the Corporate Improvement Programme • Equalities • Scrutinising standards of governance and conduct are achieved throughout the business of the Council • Customer service • Corporate finance including regular budget monitoring • Information Technology including scrutiny of the shared service • Council Tax and Housing Benefit including the Revenues and Benefits Shared Service • Mid Kent Improvement Partnership • Democratic Services including electoral services and member services • Procurement, Property Services and Facilities Management 	<ul style="list-style-type: none"> • The Council's contribution to securing sustainable construction with respect to development in the borough. • Spatial planning including the Local Development Framework and other spatial planning documents including Development Plan Documents, Development Management policies and development briefs • Transport and Infrastructure (including Highways, Parking, Park and Ride and Public Transport) • Development Management including planning enforcement and land charges • Landscape and Conservation • Building Control

Community, Leisure Services and Environment Overview and Scrutiny Committee	Economic and Commercial Development Overview and Scrutiny Committee
Cabinet Member for Community and Leisure Services; & Cabinet Member for Environment	Cabinet Member for Economic and Commercial Development
<ul style="list-style-type: none"> • Housing • Community Development • Community Safety (To act as the Crime and Disorder Reduction Partnership OSC twice a year) • Safety In Action • Voluntary and Community Sectors • Health • Parks, open spaces and allotments including grounds maintenance • Leisure activities including sporting and recreational based activities and including services provided via the Maidstone Leisure Centre • Community engagement • Allocation and monitoring of grants • Air Quality • Contaminated Land • Water • Climate change • Licensing • Carbon Management • Local Biodiversity • Waste minimisation, recycling and collection • Cleansing services • Environmental Health services • Bereavement i.e. services provided from the cemetery and crematorium • Capital projects and programmes relevant to the portfolio • Cobtree Golf Course • Climate Change 	<ul style="list-style-type: none"> • Economic Development and Regeneration • Commercial Services Development • The Visitor Economy including the Hazlitt Arts Centre, Maidstone museums, tourism, the Kent Conference Bureau and Maidstone market. • Capital projects and programmes relevant to the portfolio including regeneration and public realm improvement schemes • Events and venues

Scrutiny Coordinating Committee

A Committee consisting of the Chairmen and Vice Chairmen of the four Overview and Scrutiny Committees, to be called the Scrutiny Coordinating Committee shall meet from time to time to consider matters relating to the conduct, performance and procedures of the Committees; to develop mechanisms for addressing cross cutting issues; and to prevent duplication in the work of the individual committees.

6.02 General role

Within their terms of reference Overview and Scrutiny Committees will:

- (a) Review and/or scrutinise decisions made or actions taken in connection with the discharge of any of the Council's functions. This would include looking at decisions after they have been implemented;
- (b) Make reports and/or recommendations to the full Council and/or the Executive and/or any other Committee in connection with the discharge of any functions (the decision making power remains with the original decision taker);
- (c) Consider any matter affecting the area or its inhabitants; and
- (d) Exercise the right to call in, for reconsideration, executive decisions not yet implemented by the Executive and/or any other Committees or officers.

6.03 Specific functions

- (a) **Policy development and review.** Overview and Scrutiny Committees may:
 - (i) Assist the Council and the Executive in the development of its budget and policy framework by in depth analysis of policy issues;
 - (ii) Conduct research with the community and other consultation in the analysis of policy issues and possible options;
 - (iii) Consider and implement mechanisms to encourage and enhance community participation in the development of policy options;
 - (iv) Question Members of the Executive, Members of Committees and chief officers about their views on issues and proposals affecting the area; and
 - (v) Liaise with other external organisations operating in the area, whether national, regional or local to ensure that the interests of local people are enhanced by collaborative working.
- (b) **Scrutiny.** Overview and Scrutiny Committees may:
 - (i) Review and scrutinise the decisions made by and performance of the Executive, other Committees and Council Officers both in relation to

individual decisions and over time. This would include looking at decisions after they have been implemented;

- (ii) Review and scrutinise the performance of the Council in relation to its policy objectives, performance targets and/or particular service areas;
 - (iii) Question Members of the Executive, Members of other appropriate Committees and chief officers about their decisions and performance, whether generally in comparison with service plans and targets over a period of time, or in relation to particular decisions, initiatives or projects;
 - (iv) Make recommendations to the Executive, other appropriate Committees and/or the Council arising from the outcome of the Overview and Scrutiny process;
 - (v) Review and scrutinise the performance of other public bodies in the area and invite reports from them by requesting them to address the Overview and Scrutiny Committee and local people about their activities and performance; and
 - (vi) Question and gather evidence from any person (with their consent).
- (c) **Finance.** Overview and Scrutiny Committees may exercise overall responsibility for the finances made available to them within the budget set by Council. This budget to be used to support the policy review work of the Committees.
 - (d) **Annual report.** Overview and Scrutiny Committees may report annually to the full Council on their workings and make recommendations for future work programmes and amended working methods if appropriate.
 - (e) **Officers.** Overview and Scrutiny Committees may exercise overall responsibility for the work programme of any officers employed to support their work.

6.04 Proceedings of Overview and Scrutiny Committees

Overview and Scrutiny Committees will conduct their proceedings in accordance with the Overview and Scrutiny Procedure Rules set out in Part 4 of this Constitution.

6.05 Chairmanship

An Overview and Scrutiny Committee shall not be chaired by the Chairman of the Audit Committee.

List of Forthcoming Decisions



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LIST OF FORTHCOMING DECISIONS

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

Publication Date: 18 June 2014

INTRODUCTION

This document sets out the decisions to be taken by the Executive and various Committees of Maidstone Borough Council on a rolling basis. This document will be published as updated with new decisions required to be made.

KEY DECISIONS

A key decision is an executive decision which is likely to:

- Result in the Maidstone Borough Council incurring expenditure or making savings which is equal to the value of £250,000 or more; or
- Have significant effect on communities living or working in an area comprising one or more wards in Maidstone.

At Maidstone Borough Council, decisions which we regard as "Key Decisions" because they are likely to have a "significant" effect either in financial terms or on the community include:

- (1) Decisions about expenditure or savings which equal or are more than £250,000.
- (2) Budget reports.
- (3) Policy framework reports.
- (4) Adoption of new policies plans, strategies or changes to established policies, plans or strategies.
- (5) Approval of portfolio plans.
- (6) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether Borough-wide or in a particular locality.
- (7) Changes in fees and charges.
- (8) Proposals relating to changes in staff structure affecting more than one section.

Each entry identifies, for that "key decision" –

- the decision maker
- the date on which the decision is due to be taken
- the subject matter of the decision and a brief summary
- the reason it is a key decision

- to whom representations (about the decision) can be made
- whether the decision will be taken in public or private
- what reports/papers are, or will be, available for public inspection

EXECUTIVE DECISIONS

The Cabinet collectively makes its decisions at a meeting and individual portfolio holders make decisions independently. In addition, Officers can make key decisions and an entry for each of these will be included in this list.

DECISIONS WHICH THE CABINET INTENDS TO MAKE IN PRIVATE

The Cabinet hereby gives notice that it intends to meet in private after its public meeting to consider reports and/or appendices which contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

23 Reports and/or appendices to decisions which the Cabinet will take at its private meeting are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please email committeeservices@maidstone.gov.uk. You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

ACCESS TO CABINET REPORTS

Reports to be considered at the Cabinet's public meeting will be available on the Council's website (www.maidstone.gov.uk) a minimum of 5 working days before the meeting.

HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

The Council actively encourages people to express their views on decisions it plans to make. This can be done by writing directly to the appropriate Officer or Cabinet Member (details of whom are shown in the list below).

Alternatively, the Cabinet are contactable via our website (www.maidstone.gov.uk) where you can submit a question to the Leader of the Council. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

WHO ARE THE CABINET?



Councillor Annabelle Blackmore
Leader of the Council
annabelleblackmore@maidstone.gov.uk
Tel: 01622 833299



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



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



Councillor Marion Ring
Cabinet Member for Environment
marionring@maidstone.gov.uk
Tel: 01622 686492




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



Councillor John Perry
Cabinet Member for Community and Leisure Services
johnawilson@maidstone.gov.uk
Tel: 01622 720989

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)
Licensing Committee Due Date: Thursday 19 Jun 2014	REVIEW OF TAXI RANK PROVISION REVIEW OF TAXI RANK PROVISION		Lorraine Neale lorraineneale@maidstone.gov.uk	Public	REVIEW OF TAXI RANK PROVISION
Cabinet Member for Corporate Services Due Date: Friday 27 Jun 2014 25	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 27 Jun 2014	Council Tax, Business Rates and Housing Benefits Overpayments write offs Approval of write offs for irrecoverable debts of Council Tax, Business Rates and Housing Benefit Overpayments		Sheila Coburn sheilacoburn@maidstone.gov.uk	Public	Council Tax, Business Rates and Housing Benefits Overpayments write offs

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Cabinet Member for Corporate Services Due Date: Friday 27 Jun 2014	Bankruptcy Policy for Council Tax and Business Rates Debt The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.	KEY Reason: Policies, Plans, Strategies	Sheila Coburn sheilacoburn@maidstone.gov.uk	Public	Bankruptcy Policy for Council Tax and Business Rates Debt
 Cabinet Member for Community and Leisure Services Due Date: Friday 27 Jun 2014	Rent increases in respect of the Council's Gypsy and Traveller sites To consider increasing the rental values set for the Council's Gypsy and Traveller sites.	KEY Reason: Affects more than 1 ward	Neil Coles neilcoles@maidstone.gov.uk	Public	Rent increases in respect of the Council's Gypsy and Traveller sites
Leader of the Council Due Date: Friday 27 Jun 2014	Data Quality Policy Review 2013 Review of council's data quality policy	KEY Reason: changes to policy	Clare Wood clarewood@maidstone.gov.uk	Public	Data Quality Policy Review 2013 Data Quality Policy Review 2013

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Cabinet Member for Planning, Transport and Development Due Date: Friday 4 Jul 2014 27	Coxheath Neighbourhood Plan Coxheath Parish Council's neighbourhood plan has been published by MBC for formal public consultation in accordance with Reg.16 of the Neighbourhood Planning Regulations 2012.	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Planning and Development Robjarman@maidstone.gov.uk	Public	Coxheath Neighbourhood Plan
Cabinet Member for Community and Leisure Services Due Date: Friday 4 Jul 2014	Maidstone Health Inequalities Action Plan Action plan detailing work to reduce health inequalities in the Borough	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Public	Maidstone Health Inequalities Action Plan Maidstone Health Inequalities Action Plan Enc. 1 for Maidstone Health Inequalities Action Plan

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Cabinet Member for Economic and Commercial Development Due Date: Friday 4 Jul 2014	Maidstone Museums' Collections Development Policy 2013 - 2018 To consider the approval of a revised Collections Development Policy for the Council's museums	KEY Reason: Policies, Plans, Strategies	Dawn Hudd dawnhudd@maidstone.gov.uk	Public	Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018
Cabinet Member for Corporate Services Due Date: Friday 4 Jul 2014	Lease of Giddyhorn Lane Tennis Courts Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playing Fields		Lucy Stroud lucystroud@maidstone.gov.uk	Private because of commercially sensitive information.	Lease of Giddyhorn Lane Tennis Courts

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Cabinet Member for Community and Leisure Services Due Date: Friday 4 Jul 2014 29	New Code of Practice on the use of surveillance cameras Overview of New Code of Practice and the impact on Maidstone CCTV service provided by Medway Council CCTV Partnership.		John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Public	Cabinet Report New Code of Practice on the use of surveillance cameras Att 1 New Code of Practice on the use of surveillance cameras Att 2 CCTV Maidstone CCTV Inventory and Proposed CCTV Upgrade Programme Att 3 CCTV Camera inventory for Maidstone BC Jan 2014
Cabinet Due Date: Wednesday 9 Jul 2014	Budget Strategy 2015 16 Onwards To give initial consideration to a Budget Strategy for 2015 16 and beyond.	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2015 16 Onwards
Cabinet Due Date: Wednesday 9 Jul 2014	Annual Performance Report 2013/14 Performance out-turns for KPIs and updates on Strategic Actions		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Performance Report

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 9 Jul 2014	Annual Governance Statement To agree the Annual Governance Statement for 2013/14	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Governance Statement
Cabinet Due Date: Wednesday 9 Jul 2014 30	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance.		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Local Code of Corporate Governance
Cobtree Manor Estate Charity Committee Due Date: Wednesday 9 Jul 2014	Cobtree Manor Estate Risk Management Annual Review 2014 An update of the risk management report.		Joanna Joyce joannajoyce@maidstone.gov.uk	public	Cobtree Manor Estate Risk Management Annual Review 2014 Cobtree Manor Estate Risk Management Annual Review 2014
Cobtree Manor Estate Charity Committee Due Date: Wednesday 9 Jul 2014	Cobtree Estate Update Report An update on the ongoing works across the estate		Joanna Joyce joannajoyce@maidstone.gov.uk	public	Cobtree Estate Update Report Cobtree Estate Update Report

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 9 Jul 2014 31	Customer Service Improvement Strategy 2013-16: Progress and 2014/15 refresh To consider the progress made on implementing the Customer Service Improvement Strategy in 2013/14 and the refresh of the Strategy for 2014/15.	KEY Reason: Policies, Plans, Strategies	Georgia Hawkes, Head of Business Improvement georgiahawkes@maidstone.gov.uk	Public	Customer Service Improvement Strategy 2013-16 Channel Shift Strategy 2011 Customer Service Improvement Strategy 2013-16: Progress and 2014/15 refresh
Cabinet Due Date: Wednesday 9 Jul 2014	Maidstone Enterprise Hub Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek karenfranek@maidstone.gov.uk	Public	Maidstone Enterprise Hub
Audit Committee Due Date: Monday 14 Jul 2014	Statement of Accounts 2013/14 Draft Statement 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Statement of Accounts 2013/14

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Audit Committee Due Date: Monday 14 Jul 2014	External Audit Fee 2014/15 External Audit Fee 2014/15		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	External Audit Fee 2014/15
Audit Committee Due Date: Monday 14 Jul 2014 32	Treasury Management Performance 2014 15 This report sets out the activities of the Treasury Management function for the 2014 15 financial year.		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Performance 2014 15
Audit Committee Due Date: Monday 14 Jul 2014	Local Code of Corporate Governance To consider and approve an amended Local Code of Corporate Governance.		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Local Code of Corporate Governance

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Audit Committee Due Date: Monday 14 Jul 2014	Annual Governance Statement To consider the draft Annual Governance Statement for 2013/14		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Annual Governance Statement
Council Due Date: Wednesday 23 Jul 2014	Overview and Scrutiny Annual Report 2013-14 2013-14 Annual Report for the Overview and Scrutiny Committees		Tessa Mallett tessamallett@maidstone.gov.uk	Public	Overview and Scrutiny Annual Report 2013-14
Cabinet Member for Community and Leisure Services Due Date: Friday 1 Aug 2014	Homelessness Strategy 2014-19 Adoption of a new Homelessness Strategy.	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Services johnlittlemore@maidstone.gov.uk	Public	Homelessness Review - January 2014 Homelessness Strategy 2014-19 Appendix 1: Draft Homelessness Strategy 2014-19
Cabinet Due Date: Wednesday 13 Aug 2014	Budget Monitoring - 1st Quarter 2014/15 Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring - 1st Quarter 2014/15

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)
Leader of the Council Due Date: Before Friday 29 Aug 2014	Equality Objective Update 2013/14 Update on progress towards equality objectives		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Equality Objective Update 2013/14
Audit Committee Due Date: Monday 15 Sep 2014 34	External Auditor's Audit Findings Report 2013/14 External Auditor's Audit Findings Report 2013/14		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	External Auditor's Audit Findings Report 2013/14
Cabinet Due Date: Wednesday 12 Nov 2014	Budget Monitoring 2nd Quarter 2014/15 Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Monitoring 2nd Quarter 2014/15
Cabinet Due Date: Wednesday 12 Nov 2014	Council Tax 2015 16 Collection Fund Adjustments To agree the levels of Collection Fund adjustment	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Council Tax 2015 16 Collection Fund Adjustments

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 12 Nov 2014	Council Tax Tax Base 2015 16 To advise Members of the information currently available on the Tax Base for 2015 16 for Council Tax purposes.		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Council Tax Tax Base 2015 16
Audit Committee Due Date: Monday 24 Nov 2014	Treasury Management Strategy Mid Year Performance 2014 15 This report sets out the activities of the Treasury Management Function for 2014 15 financial year in accordance with CIPFA's Code of Practice on Treasury Management issued in November 2009.		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Strategy Mid Year Performance 2014 15

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Audit Committee Due Date: Monday 24 Nov 2014	Treasury Management Strategy 2015 16 To consider future Treasury Management Strategy for 2015 16		Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Strategy 2015 16
Cabinet Due Date: Wednesday 17 Dec 2014 36	Budget Strategy 2015 16 Onwards To agree a draft Council Tax and Budget Strategy for 2015 16 Onwards	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Budget Strategy 2015 16 Onwards

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
<p>Cabinet</p> <p>Due Date: Wednesday 17 Dec 2014</p> <p>37</p>	<p>Budget Strategy 2015 16 Fees & Charges</p> <p>To consider the appropriate level of fees and charges for 2015 16 for services where the Council raises income by charging the user of a service and where the setting of the fee to be charged is discretionary. The Council has adopted a policy on the setting of fees and charges to ensure that a rational approach is used that takes account of all factors and creates a result that supports the priorities set out in the strategic plan.</p>	<p>KEY</p> <p>Reason: Fees & Charges</p>	<p>Paul Riley, Head of Finance & Customer Services</p> <p>paulriley@maidstone.gov.uk</p>	<p>Public</p>	<p>Budget Strategy 2015 16 Fees & Charges</p>

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
Cabinet Due Date: Wednesday 11 Feb 2015 39	Treasury Management Strategy 2015 16 Review Treasury Management for 2014 15 and consider future Treasury Management Strategy for 2015 16. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.	KEY Reason: Expenditure > £250,000	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk	Public	Treasury Management Strategy 2015 16
Council Due Date: Wednesday 25 Feb 2015	Strategic Plan 2015/2020 This document sets out what the council wants to achieve and how it will be achieved.	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	Public	Strategic Plan 2015/2020

Overview and Scrutiny Committee Future Work Programme Suggestions

The following lists are suggestions received from various sources as a result of a communication campaign since March 2014 as well as items rolled over from 2013-14.

The suggestions have been grouped as per the Committee Terms of Reference. However, members may have alternative views on which Committee should lead on a subject.

Some items have potential to cross more than one Committees Terms of Reference. These items will be reviewed by the Scrutiny Coordinating Committee at their meeting in July to decide if these items should be reviewed jointly

Community, Leisure Services and Environment O&S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Cabinet Member Priorities			July 2014	Cabinet Member
Review of Allocations Scheme		John Littlemore	July/Aug 2014	Neil Cole
Financial Inclusion updates on the borough wide partnership	Quarterly reports from August 2014	Ellie Kershaw	Aug 2014	Ellie Kershaw
Troubled Families project updates	Quarterly reports from August 2014	Ellie Kershaw	Aug 2014	Ellie Kershaw
Waste Strategy (Commercial opportunity)	For example: <ul style="list-style-type: none"> Recycling Freighter service 	David Edwards and Gary Stevenson	Summer 2014	Gary Stevenson
Crematorium Business Plan		David Edwards and Gary Stevenson	Summer 2014	Gary Stevenson
Flooding	Reviewing David Edwards' review report before it goes to Cabinet in September 2014	David Edwards	September 2014	David Edwards
Review - Accessing Mental Health Services Before the Point of Crisis	Rolled over	Rolled over	9 September 2014	Sarah Shearsmith
Housing Strategy Review		John Littlemore	February 2015	Neil Cole
Review of MKIP Shared Environmental Housing Service		John Littlemore	February 2015	
Street Population	For the Crime and Disorder Committee – ideally after the summer	Sarah Robson	February 2015	Sarah Robson
Annual Refresh of the Health Inequalities Action Plan	Rolled over	Rolled over	10 March 2015	Sarah Shearsmith
Council's Commercialisation Agenda:	Look at potentials such as: <ul style="list-style-type: none"> Waste Crematorium Parks and Open Spaces 	David Edwards and Gary Stevenson		Gary Stevenson

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Addressing the needs of an ageing population	To include: <ul style="list-style-type: none"> • Information services • Dementia care • Care home provision • Loneliness • Recruiting quality care staff 	Cllr Vizzard		
Revisit the Community Toilet Scheme	To look at: <ul style="list-style-type: none"> • Is information on MBC web site? • How many organisations take part? • How many new organisations are taking part? • Potential of sponsorship • RADAR facilities 	Cllr Blackmore		John Edwards
Maternity Services for the Borough	<ul style="list-style-type: none"> • Are the new arrangements working for Maidstone? 	Cllr Grigg		
Child and Adolescent Mental Health Services in the Borough		Zena Cooke		
Health Inequalities	<ul style="list-style-type: none"> • Update listed for March 2015 – but possibility of looking at a particular area in more detail 	Zena Cooke		Sarah Shearsmith
Welfare Reforms – and the impact on housing		Zena Cooke		
Health and Wellbeing Boards	<ul style="list-style-type: none"> • Their effectiveness - What difference have they made to Maidstone? • Have they increased democratic input into strategic decisions about health and wellbeing services across Maidstone? 	Zena Cooke		
Air pollution and Noise		Cllr Grigg		

Suggestion	Further Details	Source	Suggested Date	Lead Officer
How we assess our environmental standards	<ul style="list-style-type: none"> Fly tipping Dog mess Litter collection – suggestion from Parish Council Informal advertising signs 	David Edwards Gary Stevenson Member of public via Twitter Teston Parish Council		Gary Stevenson
Gypsy and Traveller sites	The Coordinating Committee have suggested that PT&D should take the initial lead on this – further information from members is sought at the workshop.	Cllr Blackmore		Sarah Anderton
Using the South Maidstone Action for Roads and Transport (SMART) model across the Borough		Cllr Grigg		
Mobile Phone Services	Also included on PT&D and E&CD	Received via Twitter		
The Night Time Economy	Also included on E&CD list	Cllr Vizzard		
Promoting cycling, walking and public transport to ease congestions in the town		Received via Twitter		

Planning, Transport and Development O&S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Cabinet Member Priorities			July 2014	
Arriva Bus Service				Jeff Kitson
Advertisement control	To consider the effectiveness across the Borough	Parish Council		
Parking	With the town centre under so much pressure getting this right is crucial to the survival of businesses	Editor of Downs Mail And someone via Twitter		Jeff Kitson
Public Transport	"This is not something the Council is active on – the policy seems laissez-faire"	Editor of Downs Mail		Jeff Kitson
Traffic and Road infrastructure		Via Twitter		
Promoting cycling, walking and public transport to ease congestions in the town		Via Twitter		
Office space	Ensuring prime office space doesn't get converted to residential developments. Also included on E&CD.	Via Twitter		
Gypsy and Traveller sites	The Coordinating Committee have suggested that PT&D should take the initial lead on this – further information from members is sought at the workshop.	Cllr Blackmore Cllr McLoughlin		Sarah Anderton
Using the South Maidstone Action for Roads and Transport (SMART) model across the Borough		Cllr Grigg		
Mobile Phone Services	Also included on C,LS&E and E&CD	Received via Twitter		
Local Plan Issues	Further details will be provided by officers at the 9 June PTD OSC meeting	Rolled over	TBA	Rob Jarman / Sue Whiteside
Improving the borough's sewage provision and infrastructure	Scrutiny review with Southern Water	Rob Jarman		

Strategic Leadership and Corporate Service O&S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Use of Revenue Underspend	Rolled over	Rolled over	June 2014	Paul Riley
Annual Performance Report	Standard item		July 2014	Angela Woodhouse
KPI target for 2014-17	Standard item		July 2014	Angela Woodhouse
MKIP Joint Scrutiny with TWBC and SBC	First joint meeting to be confirmed	Rolled over	Likely to be early July	Paul Taylor / Jane Clarke
Corporate Improvement Plan	Standard six monthly item	Georgia Hawkes	July 2014 Dec 2014 / Jan 2015	Georgia Hawkes
Customer Service Improvement Strategy		Georgia Hawkes	July 2014	Georgia Hawkes
Local Council Tax Support Scheme – Options for 2015/16	Options for 2015/16	Steve McGinnes	July 2014 before Full Council in December	Steve McGinnes
Local Council Tax Support Scheme – Options for the Future	Design options for the future. To discuss and look at the initial options	Steve McGinnes	July 2014 onwards	Steve McGinnes
Discretionary Housing Payments	Report going to Cabinet in July 2014	Steve McGinnes	Could come to July meeting before Council	Steve McGinnes
Complaints	Standard item each quarter		Q4 – report and end of year report Jul/Aug 2014 Q1 – report Sept 2014 Q2 – report Dec 2014 Q3 – report Mar 2015	Sam Bailey
Policy for Discretionary Business Rate Relief	Including a suggestion to use as a tool to attract business into the town from Dawn Hudd	Steve McGinnes	August 2014	Steve McGinnes
Capital Programme Update	General update and SCRAIP update	Paul Riley	August 2014	Paul Riley
Cabinet Member Priorities			August 2014	
MKIP Planning Support Shared Service	Rolled over – customer improvement work requested by Committee in March 2014	Rolled over	September 2014	Ryan O'Connell
Equality Objectives	Rolled over – possibly a small review workshop session	Rolled over	September 2014 onwards	Clare Wood

Appendix C

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Performance Reports	Quarterly Reports – standard agenda item		Quarter 1 – September 2014 Quarter 2 – December 2014 Quarter 3 – March	Clare Wood
Council as a Business	Rolled over - An update in financial terms	Paul Riley	October 2014	Paul Riley
Budget Strategy 2015-16 Onwards – Revenue		Paul Riley	October 2014	Paul Riley
Accommodation Strategy	Rolled over from 2013-14	David Edwards	Before December 2014	David Edwards
Workforce Development Strategy	Pre decision scrutiny before decision making in Feb/Mar 2015 Suggested witnesses: Dena Smart, Head of HR Share Service David Edwards, Director of Environment and Shared Services Alison Broom, Head of Paid Service and Chief Executive	Dena Smart	Dec 2014 / Jan 2015	Dena Smart
Budget Strategy	To include - Capital, Revenue, and Fees & Charges	Paul Riley	January 2015	Paul Riley
Medium Term Financial Strategy (MTFS)	To include both Capital and Revenue	Paul Riley	January 2015	Paul Riley
Strategic Plan	Policy Framework Document	Angela Woodhouse	January 2015	Angela Woodhouse
Policy for the Use of Bankruptcy Proceedings	Rolled over	Rolled over	TBA	Steve McGinnes
New Asset Management Plan		Paul Riley	TBA	David Tibbit
Development of the new Engagement Strategy / Plans for Engaging Local Residents	Agreed by Committee in April 2014, this includes looking at plans to engage local residents in processes such as setting budgets and priorities.	Rolled over		Angela Woodhouse
Budget Monitoring	Do Committee want to receive budget monitoring information each quarter?	Paul Riley		Paul Riley
Budget Scrutiny Proposals	Rolled over – for discussion at workshop			Paul Riley
Improving Relationships with Parish Councils		Cllr Grigg	TBA	TBA

Economic and Commercial Development O&S Committee

Suggestion	Further Details	Source	Suggested Date	Lead Officer
Draft Economic Development Strategy	Rolled over – to include survey results, possible workshop outside of Committee and interview with Shared Intelligence Consultants	Rolled over	1 July 2014	Dawn Hudd / John Foster
Events and Festivals Strategy	Rolled over – date suggested by Officers	Rolled over	29 July 2014	Dawn Hudd
Cabinet Member Priorities			July 2014	
Draft Commercialisation Strategy	Pre decision scrutiny item for consideration before Cabinet – dates to be confirmed but for scrutiny in July or August 2014. Scrutiny Coordinating committee suggested this go to ECD OSC. However in view of the cross cutting nature and links with Medium Term Financial Strategy SL&CD may also want to see this.	Rolled over	July/August 2014	Dawn Hudd / Marcus Lawler
Formation of Maidstone Culture and Leisure	Overview, outline and timeline	Dawn Hudd	July/August 2014	Dawn Hudd
Museum Forward Plan	Rolled over	Rolled over	July/August 2014	Laura Case
IT infrastructure in offices	Via Twitter	Local business		
Skills and Employability Programmes	Rolled over	Rolled over	October 2014	Abi Lewis
Follow up on the proposals for the Enterprise Hub	Rolled over – review before Cabinet Member takes a decision. Date suggested by Officers	Rolled over	Before December	Dawn Hudd
Follow up on SCRAIP for the Events Review	The Events Review / SCRAIP went to Cabinet for consideration in May 2014	Rolled Over	December 2014 / January 2015	Dawn Hudd
The Barriers to Rural Business	For example – weight restrictions on roads and the IT infrastructure	Dawn Hudd		
South East Local Enterprise Partnership	What's in it for Maidstone?	Zena Cooke		
Using the River Medway	Rolled over from 2013-14 – suggestion of charging fees for using the river	Also suggested via Twitter from two sources		
Follow up on SCRAIP for Council as a Business Review	Following discussions at SLCS Committee meeting in March this cross cutting issue was considered by Scrutiny Coordinating Committee in April and agreed ECD take a lead on this moving forward	Rolled over / Scrutiny Coordinating Committee		Paul Riley

Appendix C

Suggestion	Further Details	Source	Suggested Date	Lead Officer
The Night Time Economy	Also included on E&CD list	Cllr Vizzard		
Mobile Phone Services	Also included on PT&D and C,LS&D	Received via Twitter		
Office Space	Ensuring prime office space doesn't get converted to residential developments. Also included on PT&D.	Via Twitter		