

AGENDA

ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW & SCRUTINY COMMITTEE MEETING



Overview and Scrutiny

Date: Tuesday 24 February 2015
Time: 6.30 pm
Venue: Town Hall, High Street, Maidstone

Membership:

Councillors: Butler (Vice-Chairman), Cuming, Fissenden, Harper,
Mrs Hinder, Hogg, Paterson (Chairman), Powell
and Mrs Wilson

Page No.

1. **The Committee to consider whether all items on the agenda should be webcast**
2. **Apologies**
3. **Notification of Substitute Members**
4. **Notification of Visiting Members**
5. **Disclosures by Members and Officers**
6. **To consider whether any items should be taken in private because of the possible disclosure of exempt information**
7. **Minutes of the Meeting held on 27 January 2015** 1 - 6
8. **Careers Advice and Guidance Review** 7 - 12

Interviews with:

- Paul Barron, Director of Kent Foundation for Young Entrepreneurs
- Alan Reading of South Maidstone Business Association and Lenham Valley Business Association

Continued Over/:

Issued on 16 February 2015

Alison Broom

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

PART II

To move that the public be excluded for the items set out in Part II of the Agenda because of the likely disclosure of exempt information for the reasons specified having applied the Public Interest Test.

Head of Schedule 12 A and Brief
Description

	Head of Schedule 12A and Brief Description	
10. Exempt Appendix: SCRAIP Update	3: Financial/Business Affairs	25 - 27

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact Sam Bailey on 01622 602263**. To find out more about the work of the Overview and Scrutiny Committees, please visit www.maidstone.gov.uk/osc

MAIDSTONE BOROUGH COUNCIL

Economic and Commercial Development Overview & Scrutiny Committee

MINUTES OF THE MEETING HELD ON TUESDAY 27 JANUARY 2015

Present: Councillor Paterson (Chairman), and
Councillors Butler, Chittenden, Harper, Hogg, Powell,
Round and Mrs Wilson

Also Present: Councillors Vizzard

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

RESOLVED: That all items on the agenda be webcast.

101. APOLOGIES

Apologies were noted from Councillors Cuming, Hinder and Fissenden.

102. NOTIFICATION OF SUBSTITUTE MEMBERS

Councillor Chittenden was present for Councillor Fissenden.
Councillor Round was present for Councillor Hinder.

103. NOTIFICATION OF VISITING MEMBERS

Councillor Vizzard was present for items 8 and 10 on the agenda.

104. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

105. 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.

106. MINUTES OF THE MEETING HELD ON 23 DECEMBER 2014

RESOLVED: That the minutes of the meeting held on 23 December 2014 be approved as a correct record of the meeting and signed.

107. THE NIGHT TIME ECONOMY: USE OF OUTSIDE PA SYSTEMS

The Chairman invited Paul Alcock, Chairman of the Night Time Economy Forum, and Martyn Jeynes, Environmental Enforcement Manager, to speak on this item.

Mr Alcock informed the committee of the structure and function of the Night Time Economy Forum. Mr Alcock explained that the forum had representation from all stakeholders in the night time economy including bar and nightclub owners, the police, the urban blue bus, taxi firms and Maidstone Borough Council. The forum met every six weeks and discussed any emerging problems that needed to be addressed.

Mr Alcock highlighted one subject that was of particular concern to the forum- the use of PA systems outside the entrance of Night Time Economy venues. It was explained that the music played outside the front of bars and clubs, or music that can be heard from outside the front door of bars and clubs, acted as a 'shop window' for these establishments to give an idea of their offer to customers.

However one establishment in particular had an enforcement notice served on them as complaints had been received about the sound being played from a PA system at the front of the establishment. Whilst the forum accepted that this was an individual enforcement case that was a matter between the owner of the bar and the Council, the forum was worried that it may lead to further enforcement action against other premises in the future. This was a particular issue due to a number of new builds, and conversions, catering for residential use in the town centre. This was a concern to the forum as the night time economy was worth around £45 million per year to the Maidstone economy.

Mr Jeynes was asked for his comments on the points that Mr Alcock raised. Mr Jeynes made the following comments:

- If a noise complaint was made, the council had a statutory duty to investigate. If the noise was found to be a nuisance the council had a duty to serve an enforcement notice.
- Each complaint that received was judged on its own merits and there was no overall council policy on these matters;
- Whilst there was protection for individuals experiencing noise nuisance, there was little protection for long established bars and clubs if a new housing development, or an existing building converted to residential use, resulted in noise complaints from its new residents;
- It was worth noting that only two enforcement notices for the type of noise complaint mentioned by Mr Alcock had been served in the 11 years Mr Jeynes had worked at Maidstone Borough Council;
- The low number of enforcement notices served was largely due to the excellent working relationship between the Environmental Enforcement Department and night time economy businesses; and
- The Environmental Enforcement department had launched a scheme to encourage premises to self-regulate their noise levels, called Community Aware Responsible Establishment Scheme (CARES), with the aim of preventing noise complaints.

The Chairman thanked Mr Jeynes and Mr Alcock for their presentations.

The Committee asked Mr Jeynes whether setting decibel limits for noise would be helpful. Mr Jeynes responded that this would not be helpful as even if a decibel limit was set a new resident may move in to the area and make a complaint. This complaint would have to be investigated, as the council had a statutory responsibility to investigate. In this case, if the noise source was found to be a nuisance, noise nuisance legislation would override the decibel limits set by the license.

Members requested examples of how other local authorities approached noise management for their night time economy. Mr Jeynes answered that there were other local authorities that required some of their premises to take noise abatement measures, for example building second skins around clubs and bars to insulate from noise. However Mr Jeynes felt this was not necessary in Maidstone as there was a good working relationship between businesses and the Environmental Enforcement team. Because of this positive relationship, generally the team only had to recommend measures, rather than require them, and these tended to be adhered to by business owners.

In answer to a question regarding whether there was 24 hour cover for noise monitoring, Mr Jeynes answered that this was not the case and he did not feel that this was necessary. Any noise nuisance that was identified would be dealt with retrospectively, in order to prevent another occurrence. An agreement was in place that for any complaints that were followed up by the Police, the team would take witness statements from the police officers that attended the incident. Members of the Environmental Enforcement team would always make themselves available at anti-social hours if there was a regular disturbance that needed investigating.

RESOLVED: To recommend that:

- 1) The Head of Planning, Transport and Development develop policies to ensure that new residential buildings, and conversions, in the town centre have appropriate acoustic protection to prevent noise complaints about the night time economy;
- 2) The Head of Economic and Commercial Development considers the interaction between the night time economy and town centre residents during the town centre visioning process;
- 3) The Head of Environment and Public Realm reviews the process for reporting major noise disturbances that happen out of hours; and
- 4) The Head of Environment and Public Realm circulates a guidance note to members regarding procedures for reporting major noise disturbances.

108. CAREERS ADVICE AND GUIDANCE REVIEW

The Committee considered the draft Careers Advice and Guidance Review Scope. The Committee was satisfied that the scoping document reflected what was discussed at their scoping meeting.

The Chairman invited Rajmund Brent, from Kent County Council Skills and Employability, to give evidence to the Committee for their Careers Advice and Guidance Review.

Mr Brent gave a presentation to the committee that covered the following points in relation to the responsibilities and actions of Kent County Council (KCC):

- They had responsibility for supporting the provision of Careers Education, Information and Guidance (CEIG) to schools and colleges;
- The Kent Education Learning and Skills Information (KELSI) website had been developed which contained careers advice and guidance;
- There was a network of CEIG co-ordinators across the county. These coordinators were responsible for network meetings within their district council area, with representation from CEIG advisors from all schools within the district;
- Delivery of careers briefings for all those who worked within CEIG in the county- the last one had 130 participants;
- Publication of CEIG support materials for schools to use, for example a careers annual plan and a CEIG framework;
- One key document that KCC produced for CEIG practitioners was a 'district data pack', which helped schools identify where local skills gaps were, and what were the dominant employment sectors in the local area;
- Schools and colleges were responsible for delivering impartial careers advice and guidance;
- Impartiality was important, for example a duty on secondary schools not to solely promote their own post 16 offer;
- Guidelines stated that post 16 CEIG provision should be up to 600 hours per pupil;
- No school could attain an 'Outstanding' rating from Ofsted without providing work experience for its pupils;
- Ofsted had produced a report that concluded that CEIG was found lacking in many schools; and
- Links with employers were particularly important, as CEIG without input from prospective employers would be pointless.

The Committee thanked Mr Brent for his presentation and proceeded to ask him some questions.

A Member asked Mr Brent whether there were any particular schools in Maidstone that were excellent at providing CEIG. Mr Brent responded that KCC conducted an 'employability health check' for schools. This health check focused on three As- Aspiration, Attitude and Achievement- and gave schools a Red, Amber or Green status for each area and a Red, Amber or Green status overall. Mr Brent informed the committee that Cornwallis Academy had achieved Green status overall for its CEIG provision. Mr Brent also explained that there was lots of good practice

evident in Maidstone schools including alumni associations, 30 minute focused career interviews for disadvantaged pupils, fortnightly timetabled careers advice lessons, talks from employers, employability skills certificates, departmental leads for careers and online video resources for pupils.

The Committee enquired what provision was available for careers advice and guidance for older people, for example those who may have been made redundant later on in life. Mr Brent explained that guidance was provided by the national careers service, and delivered locally by an organisation called CXK. Mr Brent suggested it might be a good idea to invite CXK to give evidence on this subject. Mr Brent also informed the committee that KCC was in the process of writing an adult skills strategy, and that he would circulate it to the Committee once it was ready for publication.

Finally, the Committee asked Mr Brent what Maidstone Borough Council (MBC) could do to help with the provision of CEIG. Mr Brent explained that one of the greatest challenges to schools wishing to improve their CEIG provision was links to local businesses. Mr Brent suggested that MBC could assist with this through using their connections with local businesses to try to involve them in any work experience programmes and to involve them in shaping CEIG locally.

RESOLVED: That

- 1) The Committee agrees the draft scoping document for the careers advice and guidance review; and
- 2) The Committee thanked Mr Brent for his evidence that would be used as part of its review of careers advice and guidance.

109. TWILIGHT ECONOMY REVIEW

The Committee considered the twilight economy review report. Councillors Harper, Paterson and Powell indicated that they would be happy to present the final review to Cabinet.

RESOLVED: That the Twilight Economy Review be approved as the final version to be presented to Cabinet.

110. LOCAL PLAN EMPLOYMENT AND MIXED USE LAND ALLOCATIONS AND RESULTS OF THE CONSULTATION ON THE ECONOMIC DEVELOPMENT STRATEGY

Mr Bailey updated the Committee that the proposed date for either format of meeting would now be later than 10 February. This was because there had been a higher than expected number of responses to the Economic Development Strategy Consultation. Mr Bailey stated that he would ensure the Committee was kept up to date regarding any proposed dates for a meeting.

RESOLVED: That the meeting to consider Local Plan Employment and Mixed use Land Allocations and Results of the Consultation on the Economic Development Strategy be held in the format of a Joint Working Group.

111. FUTURE WORK PROGRAMME

Mr Bailey introduced the Future Work Programme.

Mr Bailey gave an update on the items that were considered by the Committee in November:

- Proposals for charging for car parking in Mote Park- different options were being finalised and a report for cabinet was due in February or March;
- Adventure Zone in Mote Park- Cabinet decision was due on 11th February;
- Regeneration of Brunswick Street Car Park- more work was being undertaken on this project. A member working group to give input in design and density was being organised. Members were advised to contact Marcus Lawler if they wanted to be involved in this;
- Animal Cremation- A decision by Cabinet was due on this item on 11 February; and
- Investment in Local Business- work is progressing on this item, in consultation with representatives from all political groups.

Mr Bailey informed the Committee that he would be sending invites to Committee meetings to the following witnesses, as part of the Careers Advice and Guidance Review:

- Kent Invicta Chamber of Commerce;
- Federation of Small Businesses; and
- CXK.

RESOLVED: That the future work programme be noted.

112. DURATION OF MEETING

18:32 to 21:23

MAIDSTONE BOROUGH COUNCIL

ECONOMIC AND COMMERCIAL DEVELOPMENT OVERVIEW AND SCRUTINY COMMITTEE

TUESDAY 24 FEBRUARY 2015

Report prepared by Sam Bailey

1. CAREERS ADVICE AND GUIDANCE REVIEW

1.1 Issue for Consideration

1.1.1 At the meeting of 23 December 2014, the Economic and Commercial Development Overview and Scrutiny Committee resolved to hold a scoping meeting for a possible review into Careers Advice and Guidance in the borough. This scope was subsequently agreed at the meeting of 27 January 2015. The committee also held their first evidence gathering session at the meeting of 27 January 2015.

1.2 Recommendation of the Research and Performance Officer

1.2.1 It is recommended that the Committee interview the witnesses to gather evidence for the review.

1.3 Reasons for Recommendation

1.3.1 The scoping document (Appendix A) for the review is attached to this report. This document outlines the reasons for recommendation.

1.3.2 Paul Barron, Director of the Kent Foundation for Young Entrepreneurs, and Alan Reading, of Lenham Valley Business Association and South Maidstone Business Association, have agreed to be interviewed as witnesses for this review.

1.3.3 Members may wish to ask the following questions of Alan Reading:

- What, if any, involvement have you had with the delivery of careers advice and guidance in Maidstone?
- Do you feel there are any areas that could be improved?
- What experience have your members had in providing work experience (either for children of school age or those who are older)?
- What could Maidstone Borough Council do to help with the delivery of careers advice and guidance?

- 1.3.4 Members may wish to ask the following questions of Paul Barron:
- What involvement has the Kent Foundation for Young Entrepreneurs had in delivering careers advice and guidance in Maidstone?
 - What can Maidstone Borough Council do to help with the delivery of careers advice and guidance?
 - Will the proposed Enterprise Hub help with the delivery of careers advice and guidance for those young people who wish to start their own business?

1.4 Alternative Action and why not Recommended

1.4.1 The Committee could choose not to interview the witnesses, but this would make it difficult to carry out the review of Careers Advice and Guidance.

1.5 Impact on Corporate Objectives

- 1.5.1 This review has an impact on the following corporate objectives:
- For Maidstone to have a growing economy; and
 - For Maidstone to be a decent place to live.

1.6 Relevant Documents

1.6.1 Appendices

Appendix A: Careers Advice and Guidance Review Draft Scope

1.6.2 Background Documents

None

IS THIS A KEY DECISION REPORT?

THIS BOX MUST BE COMPLETED

Yes

No

If yes, this is a Key Decision because:

.....

Wards/Parishes affected:

.....

Name of Review:

Review of Careers Guidance in Maidstone

What are the objectives and desired outcomes of the review

Objectives:

- To assess the quality, and level, of provision of careers advice in Maidstone; and
- To identify best practice from elsewhere in order to improve the provision of careers guidance in the borough.

Outcome:

- To improve the provision of careers advice for the residents of the borough.

What equality issues will need to be considered as part of the review – giving consideration to the 6 strands:

Two particular protected characteristics were considered as particularly relevant to this topic – age and disability.

Age

Lack of effective careers advice can be a barrier to people of all ages. For example, young people leaving school may face barriers as they have never worked before and do not know how to apply for a job. Equally, older people who have been in the workforce for a long time, but find they want to change careers can also face barriers due to not being active in the job market for a long time. This issue will be considered through asking specific questions on this topic to each of the witnesses.

Disability

Disability can be a significant barrier to getting a job. This issue will be considered by requesting a submission of evidence from national charities to the committee.

Which witnesses are required?

A list of potential witnesses were drawn up, including:

- Kent County Council- as careers advice is (loosely) within their remit, although statutory responsibility for careers guidance for young people resides with schools and further education colleges
- Department for Work and Pensions- as they could provide context of the situation nationally
- Representatives from the local Jobcentre- to give an idea of local provision
- Federation of Small Businesses and Kent Invicta Chamber of Commerce- as the voice of local business
- Employment Agencies
- Schools, Further Education providers and Higher Education providers. These could be consulted through their Kent networks (for example Kent Further Education Colleges- known as KFEC)
- Local people- from a variety of backgrounds- to gather their own experiences of careers advice.
- Barclays Bank- as they have developed a 'skills for life programme'
- Organisations representing the rural economy- to get a perspective on the effects on the rural economy

Other ways to seek evidence? E.g. site visits, involving members of the public, consultation. *

A visit to a jobs fair may be useful to see what kind of advice is provided there.

A visit to a Local Authority that has been successful, or is developing an innovative

approach, would be beneficial to the committee.

Visit to Mid Kent College jobs shop.

What information/training is needed?

A list of job sites, so that the committee can have a look at the online application process for themselves.

Suggested time for review and report completion date

The review will take place mainly within committee meetings, structured as follows:

January- Kent County Council , Department for Work and Pensions /Jobcentreplus

February- Education providers

March- The public and local businesses including Kent Invicta Chamber of Commerce and Federation of Small Businesses

Please note the above will be dependent on witness availability

Barclay's will be contacted early and given the option of attending any of the meetings they are available for.

It may be more suitable to gather evidence from the public in a more informal setting, so a working group could be set up to report back to the committee for this group of consultees.

The aim will be to have the final report ready for the meeting in April, with a working party meeting to convene before the agenda deadline in April to finalise the draft report.

How does the review link to council priorities?

For Maidstone to have a growing economy

- If the outcome of this review is successful it will help to fill vacancies in the local economy, enabling the local economy to grow

For Maidstone to be a decent place to live

- Enabling residents to find work, or to improve their work situation, will contribute towards making Maidstone a decent place to live.
- Providing equalities are considered thoroughly this review will help to eliminate disadvantage for those with protected characteristics by improving their access to the labour market.

How does this item deliver CfPS effective scrutiny principles?

- Provides 'critical friend' challenge to executive policy-makers and decision-makers
- Enables the voice and concerns of the public
- Is carried out by 'independent minded governors' who lead and own the scrutiny role
- Drives improvement in public services

It is considered that this review will deliver on all of the CfPS effective scrutiny principles.

Any co-optees or expert witnesses?

An email will be sent around to all members asking whether they would like to become a co-optee on the review, in case members have a particular interest in this topic or have expertise in this area.

Other suggested expert witnesses could be:

- Lenham Storage- as they have a well-known skills gap for drivers
- Bus operators- as they face similar problems to those for Lenham Storage
- HR departments- either ours or KCC

Maidstone Borough Council

Economic and Commercial Development Overview and Scrutiny Committee

Tuesday 24 February 2015

Future Work Programme and SCRAIP update

Report of: Sam Bailey, Research and Performance Officer

1. Introduction

- 1.1 To consider the Committee's future work programme (FWP).
- 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**. Items on the draft programme were agreed at the meeting of 27 January 2015.
- 2.2 That the Committee considers the sections of the List of Forthcoming Decisions relevant to the Committee at **Appendix B** and whether these are items require further investigation or monitoring.
- 2.3 That the Committee notes the update in the SCRAIPs from 25 November, attached as **Appendix C**. Further SCRAIPs from this meeting are contained in the **Exempt Appendix** to this agenda, as they relate to commercially sensitive information.
- 2.4 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 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.'

- 3.3 As well as the work programme for the meetings, the following additional activities will be taking place outside of committee meetings to help with the Careers Advice and Guidance Review:
- A visit to the careers fair at Detling Showground on 26 March. More information can be found using this link: <http://www.kentonline.co.uk/whats-on/km-exhibitions/choices-4u-live/>
 - A visit to a school to see first hand how careers advice and guidance is delivered. Offers have been made for the committee to visit Cornwallis Academy and Maplesden Noakes School.

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. The list of forthcoming decisions contained in **Appendix B** has been edited so it only contains decisions relating to this committee.
- 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 SCRAIP update

- 5.1 SCRAIPs from the meeting of 25 November are contained in **Appendix C**, and the **Exempt Appendix** to this report.
- 5.2 If members wish to discuss the SCRAIP responses contained in the Exempt Appendix to this agenda, the committee will have to move to exclude the press and public as the SCRAIP responses relate to commercially sensitive information.

6. Impact on Corporate Objectives

- 6.1 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.
- 6.2 The Committee will consider reports that deliver against the following Council priorities:
- 'For Maidstone to have a growing economy' and 'For Maidstone to be a decent place to live'.

Appendix A: Economic and Commercial Development Overview and Scrutiny Committee Draft Future Work Programme

Meeting Date	Agenda Deadline	Agenda Items	Details and Desired Outcomes	Witnesses and Report Authors
29 th July	16 th July	<ul style="list-style-type: none"> • Cabinet member priorities-written report • Draft Commercialisation Strategy 	<p>Members would like cabinet member to provide a report highlighting priorities, and then to question him on this report.</p> <p>Meeting will begin at 7.30pm.</p>	<ul style="list-style-type: none"> • Cabinet member • Marcus Lawler
26 th August	13 th August	<ul style="list-style-type: none"> • Events and festivals strategy • Events review SCRAIP follow up • Draft Scoping Document for Twilight Economy Review 	<p>These items will come together as requested by the committee during the work programming workshop at the meeting of 1st July because it was felt they were related.</p> <p>Scoping document for Twilight Economy review for members to comment on.</p>	<ul style="list-style-type: none"> • Laura Case
29 th September (re-arranged from the meeting of the 23 rd September)	17 th September	<ul style="list-style-type: none"> • Enterprise Hub proposals 	<p>Meeting re-arranged in order to provide an update on the proposals for the Enterprise Hub</p>	<ul style="list-style-type: none"> • Karen Franek
21 st October	8 th October	<p>Joint Meeting with Planning, Transport and Development Overview and Scrutiny Committee to consider the Employment Land Qualitative Report and the Economic Development Strategy.</p>	<p>Implications for the local plan, hence the joint meeting. Needs to take place before the Economic Development Strategy cabinet member decision is taken.</p>	
28 th October	15 th October	<ul style="list-style-type: none"> • First set of Witnesses 	<p>First set of witnesses for</p>	<ul style="list-style-type: none"> • First witnesses for

Appendix A: Economic and Commercial Development Overview and Scrutiny Committee Draft Future Work Programme

Meeting Date	Agenda Deadline	Agenda Items	Details and Desired Outcomes	Witnesses and Report Authors
		for Twilight Economy review <ul style="list-style-type: none"> • Formation of Maidstone Culture and Leisure 	Twilight Economy Review.	Twilight Economy Review, as specified in scoping document <ul style="list-style-type: none"> • Laura Case • Dawn Hudd
25 th November	12 th November	<ul style="list-style-type: none"> • Second set of witnesses for Twilight Economy Review • Skills and Employability Update • Commercial projects 	Following the update on skills and employability projects the committee will consider whether it wishes to conduct a review on skills and employability. Second set of witnesses for the Twilight Economy Review. Business cases for commercial projects due for a cabinet member decision in January.	<ul style="list-style-type: none"> • Second set of witnesses for Twilight Economy Review • Abi Lewis • Karen Franek • Marcus Lawler
23 rd December	10 th December	Draft Twilight Economy Review Report ready for comment by the Committee	Final changes to the Twilight Economy Review Report	
27 th January	14 th January	Final Twilight Economy Review Report ready for sign off by the Committee. Scoping document for the Skills and Employability Review for sign off by the	Agree members to present report to cabinet. Agree scope for Skills and Employability Review.	

Appendix A: Economic and Commercial Development Overview and Scrutiny Committee Draft Future Work Programme

Meeting Date	Agenda Deadline	Agenda Items	Details and Desired Outcomes	Witnesses and Report Authors
		<p>Committee</p> <p>First set of witnesses for Careers Guidance Review</p> <p>Item on the interaction between Town Centre Visioning and the Night Time Economy</p>	<p>To gather evidence for the review.</p> <p>To investigate the difficulties of having a thriving Night Time Economy whilst at the same time encouraging more people to live in the Town Centre. To include the issue of outside PA systems.</p>	<p>Officers from KCC.</p> <p>Officers from Economic Development and Environmental Enforcement. Representative from Town Centre Management/Night Time Economy Forum.</p>
24 th February	11 th February	Second set of witnesses for Careers Guidance Review	To gather evidence for the review.	
24 th March	11 th March	<p>Third set of witnesses for Careers Guidance Review</p> <p>Report on Options for charging for car parking at Mote Park</p>	<p>To gather evidence for the review.</p> <p>To present different options for Mote Park car parking charges</p>	<p>Kent Invicta Chamber of Commerce</p> <p>Marcus Lawler</p>
28 th April	15 th April	Careers Guidance Review Report	Full careers guidance review presented for final changes and sign off by the committee.	



LIST OF FORTHCOMING DECISIONS

18

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

Publication Date: 16 February 2015

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 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).

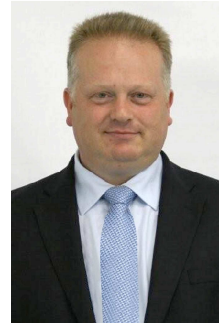
Alternatively, the Cabinet are contactable via our website (www.maidstone.gov.uk) where you can submit a question to the Leader of the Council. There is also the opportunity to invite the Leader of the Council to speak at a function you may be organising.

List of Forthcoming Decisions

WHO ARE THE CABINET?



Councillor Annabelle Blackmore
Leader of the Council
annabelleblackmore@maidstone.gov.uk
Tel: 07854 684207



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 & Housing
marionring@maidstone.gov.uk
Tel: 01622 686492



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



Councillor John Perry
Cabinet Member for Community and Leisure
Services
johnperry@maidstone.gov.uk
Tel: 07770 734741

List of Forthcoming Decisions

Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
<p>Cabinet Member for Environment and Housing</p> <p>Due Date: Tuesday 24 Feb 2015</p>	<p>Photovoltaic array at Maidstone Depot</p> <p>To instal a 50kw PV array at Maidstone Depot to reduce carbon emissions in line with the Carbon Management Plan and to generate savings for the Council</p>		<p>Gary Stevenson gary.stevenson@maidstone.gov.uk</p>	<p>Public</p>	<p>Photovoltaic array at Maidstone Depot</p>
<p>Cabinet</p> <p>Due Date: Wednesday 8 Apr 2015</p>	<p>Economic Development Strategy 2014</p> <p>To consider the responses to the consultation draft of the Economic Development Strategy, the proposed changes and to adopt the Strategy</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Foster johnfoster@maidstone.gov.uk</p>	<p>Public</p>	<p>Qualitative Employment Site Assessment September 2014 Economic Development Strategy 2014</p>

Forthcoming Decisions
February 2015 - June 2015

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: Wednesday 8 Apr 2015</p> <p style="text-align: right;">23</p>	<p>Economic Development Strategy 2014</p> <p>To consider the responses to the consultation draft of the Economic Development Strategy, the proposed changes and to adopt the Strategy</p>	<p>KEY Reason: Affects more than 1 ward</p>	<p>John Foster johnfoster@maidstone.gov.uk</p>	<p>Public</p>	<p>Qualitative Employment Site Assessment September 2014 Economic Development Strategy 2014</p>

Appendix C: SCRAIP Update



Meeting, Minute & Date	Recommendation	Due Date	Executive Decision Maker	Response	Lead Officer
ECD.14112 5.78.1	The Cabinet Member for Economic and Commercial Development be recommended to give further consideration to job opportunities and training needs in the wider public sector when developing the skills and employability work programme.	25-Dec-2014	Cabinet Member for Economic & Commercial Development	In line with the Council's draft Economic Development Strategy, it is proposed that the council's limited financial and staffing resources should remain focused on the generation of growth opportunities in the private sector.	Dawn Hudd
ECD.14112 5.80.3	Cabinet be recommended to pay particular attention to staffing needs due to the likelihood of high usage of the hub, and also in relation to the existing workloads of the department.	25-Dec-2014	Cabinet	Agreed	Karen Franek

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

Document is Restricted

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted