

AGENDA

SCRUTINY COORDINATING COMMITTEE MEETING



Date: Monday 24 November 2014
Time: 10.00 am
Venue: Room 1C - Maidstone House



Overview and Scrutiny

Membership:

Councillors: Butler, English, Mrs Gooch, D Mortimer (Vice-Chairman), Paterson, Springett, Mrs Stockell and J.A. Wilson (Chairman)

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Issued on 12 November 2014

Alison Broom

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

Agenda Item 5

MAIDSTONE BOROUGH COUNCIL

Scrutiny Coordinating Committee

MINUTES OF THE MEETING HELD ON FRIDAY 3 OCTOBER 2014

Present: Councillor J.A. Wilson (Chairman), and
Councillors Butler, English, Mrs Gooch, D Mortimer,
Paterson, Springett and Mrs Stockell

Also Present: Councillors Black, Daley and Round

13. APOLOGIES

There were no apologies.

14. NOTIFICATION OF VISITING MEMBERS

Councillor Round was in attendance to make representations on items 6, 7, 8, 9 and 10 of the agenda.

Councillor Black, Chairman of the Audit Committee, was in attendance to present item 6 of the agenda, Audit Committee Work Programme, and to make representations on items 7, 8, 9 and 10 of the agenda.

Councillor Daley, Vice-Chairman of the Audit Committee, was in attendance to present item 6 of the agenda, Audit Committee Work Programme, and to make representations on items 7, 8, 9 and 10 of the agenda.

15. DISCLOSURES BY MEMBERS AND OFFICERS

There were no disclosures by Members or Officers.

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

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

17. MINUTES OF THE MEETING HELD ON 10 JULY 2014

RESOLVED: That the minutes of the meeting held on 10 July 2014 be approved as a correct record and signed by the Chairman.

18. AUDIT COMMITTEE WORK PROGRAMME

Christian Scade, Senior Corporate Policy Officer, informed the committee that the terms of reference for the Scrutiny Coordinating Committee included developing mechanisms for addressing cross cutting issues and

preventing duplication. This included consideration of the Audit Committee's Work Programme.

Cllr Black, Chairman of the Audit Committee, provided an update on reports that had been discussed by Audit Committee on 15 September 2014. These included:

- A progress report on the Audits which Received Limited Assurance in 2013/14
- The External Auditor's Audit Findings Report 2013/14 and Statement of Accounts 2013/14
- Irrecoverable Business Rates

Cllr Black informed the Committee that the following items would be considered by Audit Committee on 24 November 2014:

- External Auditor's Annual Audit Letter 2013/14
- Treasury Management Strategy Mid-Year Performance 2014/15, including Review of Rates of Return
- Annual Governance Statement Action Plan Update

Rich Clarke, Head of Audit Partnership, provided an update on the following items:

- Audit Committee Member Development which would be based on the Audit Committee's terms of reference and open to all members
- Review of Corporate Policies
- Review of Financial Thresholds in the Contract Procedure Rules
- Strategic Risk Register – Action Plans
- HR Assessment of Benefits of Investors in People Accreditation

It was noted that the role of the Audit Committee differed from that of Overview and Scrutiny Committees. It was agreed that the role of scrutiny was to review policy and to challenge whether the Executive had made the right decisions to deliver policy goals. The role of the Audit Committee was to provide independent assurances of the adequacy of the risk management framework and the associated control environment, independent scrutiny of the Council's financial and non-financial performance, and oversight of the financial reporting process.

During discussions the following points were explored:

- The risk implications of policy decisions

- The role of scrutiny in relation to Irrecoverable Business Rates
- How issues raised by Audit Committee, following consideration of the External Auditor's Audit Findings Report 2013/14 had been successfully referred to the Budget Working Group in relation to reserve funds and financial resilience.

RESOLVED:

1. That the report and updates from the Chairman and Vice-Chairman of the Audit Committee be noted.

19. **SCRUTINY COMMITTEE ACTION IMPLEMENTATION PLANS (SCRAIPS)**

Christian Scade, Senior Corporate Policy Officer, explained that Scrutiny Committee Recommendation Action Implementation Plans (SCRAIPs) set out recommendations following scrutiny meetings and reviews.

It was noted that information was sought on a SCRAIP as to whether recommendations had been accepted, the action to be taken any by whom.

The committee considered the report and discussed the following SCRAIPs, outlined in Appendix A to the report:

- PTD.140624.22c – it was agreed that the Chairman of Planning, Transport and Development OSC would speak to the Overview and Scrutiny Officer about the response that had been provided.
- PTD.140722.31f – it was it was agreed that the Chairman of Planning, Transport and Development OSC would speak to the Overview and Scrutiny Officer about the response that had been provided.
- SLCS.140805.43.1 – it was noted that a response had not been provided and the Senior Corporate Policy Officer would discuss with the Lead Officer outside of the meeting.
- SLCS.140805.44.4 – it was noted that information, in response to this recommendation, had been circulated to members of the Strategic Leadership and Corporate Services OSC. This would be sent to Members of the Scrutiny Coordinating Committee via email.
- Due to the cross cutting nature of recommendation CEH.140715.20.b, it was agreed that the Cabinet Member for Community and Leisure Services should be asked to provide an update to Planning, Transport and Development OSC as part of their special meeting, to consider Neighbourhood Plans, scheduled for 3 November 2014.

RESOLVED:

1. That the Overview and Scrutiny Officer be asked to liaise with Officers and Members to ensure comments made by Committee in relation to PTD.140624.22c; PTD.140722.31; SLCS.140805.43.1; SLCS.140805.44.4; CEH.140715.20.b be addressed.

20. QUALITY RECOMMENDATIONS

The committee considered the report of the Overview and Scrutiny Officer and agreed that making, and monitoring, quality recommendations was an important part of the scrutiny process.

The committee discussed criteria for quality recommendations, and agreed the information sheet, attached at Appendix A to the report of the Overview and Scrutiny Officer, should be used to help evaluate recommendations made by Overview and Scrutiny.

RESOLVED:

1. That the quality recommendation sheet, set out in Appendix A to the report of the Overview and Scrutiny Officer, be included with the question preparation sheet already included in agenda packs for Overview and Scrutiny Committee meetings.

21. MEMBER DEVELOPMENT NEEDS (UPDATE)

Christian Scade, Senior Corporate Policy Officer, introduced the Member Development Needs (Update) Report.

The committee was informed that on 23 July 2014 a member workshop had taken place to consider how Overview and Scrutiny and Cabinet could work together to ensure scrutiny reviews were successful.

The committee discussed the feedback and ideas generated from the workshop, outlined in Appendix A to the report.

In addition to the ideas generated by the workshop, Christian Scade provided an update on plans to develop a practical and interactive questioning and challenging skills event.

The committee was informed that Inclusive Employers had been commissioned to design and deliver a drama based workshop on 3 December 2014.

The following issues were discussed:

- Ways to promote the drama based workshop.
- The aims of the workshop and the approaches that would be used, including experiential learning, film, discussion and evidence based learning.

- The timings of the workshops – it was agreed that one should be held in the afternoon and one in the evening.

RESOLVED:

1. That the feedback from the Overview and Scrutiny / Cabinet workshop, held on 23 July 2014, be noted.
2. That the progress in organising a questioning and challenging skills workshop, scheduled for 3 December 2014, be noted.
3. That the workshops for the questioning and challenging skills event, scheduled for 3 December 2014, take place in the afternoon and also be repeated during the evening.
4. That group leaders be asked to promote the questioning and challenging skills workshop, scheduled for 3 December 2014, to ensure maximum attendance.

22. **FUTURE WORK PROGRAMME**

Christian Scade, Senior Corporate Policy Officer, introduced the Future Work Programme Report.

It was explained that the Scrutiny Coordinating Committee may wish to consider the support it could offer the four Scrutiny Committees by structuring its own work programme.

The following issues were discussed:

- The fact that full Council has passed a resolution, on 17 September 2014, agreeing in principle to move to a committee system as from the 2015 Annual meeting.
- The monitoring and review of Scrutiny Committee Action Implementation Plans (SCRAIPs).
- Review topics for 2014/15. Updates were provided on the following: (a) the Budget Working Group; (b) the joint Task and Finish Group, with Swale Borough Council and Tunbridge Wells Borough Council, in relation to the Mid Kent Improvement Partnership (MKIP); (c) meetings that had been arranged to review the Twilight Economy; (d) the work that had taken place to review Loneliness and Isolation and (e) the public interest in the review of Transport in Maidstone Borough – Alternatives to Using a Car.

RESOLVED:

1. That the next Scrutiny Coordinating Committee meeting be held on Monday 24 November at 10.00am.

2. That the following items be considered by committee in November 2014: Scrutiny Committee Action Implementation Plans; an update on the work of the Joint MKIP Task and Finish Group; and an update on the future work programmes, including review work, from each Overview and Scrutiny Committee.

23. DURATION OF MEETING

10.04am to 11.12am

Agenda Item 6

Maidstone Borough Council

Scrutiny Coordinating Committee

Monday 24 November 2014

Scrutiny Committee Recommendation Action Implementation Plans (SCRAIPs)

Report of: Tessa Mallett, Overview and Scrutiny Officer

1. Introduction

- 1.1 On the 3 October 2014 the Scrutiny Coordinating Committee reviewed SCRAIPs for the municipal year 2014-15 to date.
- 1.2 To ensure outstanding actions are followed up and reviewed the Committee agreed further monitoring should also take place at future meetings.
- 1.3 A report of all SCRAIPs since June 2014 and the responses received to date is attached as **Appendix A**.

2. Recommendations

- 2.1 That the Scrutiny Coordinating Committee note the SCRAIP update report attached as **Appendix A**.
- 2.2 That the Scrutiny Coordinating Committee determine how any outstanding actions are followed up and monitored.

3. Background

- 3.1 The issue of making, and monitoring, recommendations is an important part of the scrutiny process.
- 3.2 The Scrutiny Coordinating Committee, in its report to Council (April, 2013) on the Cabinet and Enhanced Scrutiny Model made the following recommendations:
 - Cabinet Members should attend Committee meetings to present completed Scrutiny Committee Recommendation Action Plans and the action that will be taken following recommendations;
 - The Scrutiny Coordinating Committee should meet quarterly and monitor Overview and Scrutiny Committee recommendations as part of its role.
- 3.3 SCRAIPs set out recommendations following scrutiny meetings and reviews. Information is sought on the SCRAIP as to whether

recommendations are accepted, the action to be taken and by whom.

- 3.4 SCRAIPs are issued as soon as possible following a scrutiny meeting (once recommendations have been approved by the Scrutiny Chairman) and recommendations should be responded to within 28 days of the date of issue.
- 3.5 Since the beginning of the municipal year 2014-2015 SCRAIPs have been input onto a database (Covalent) as opposed to previously input onto a table in Microsoft Word and emailed to officers to update.
- 3.6 Using Microsoft Word made it difficult to maintain version control of the updates for SCRAIPs. The new system of inputting them onto a database allows just one version to be used centrally and updated by all concerned. It also allows update reports to be generated and reported back to each Overview and Scrutiny Committee (OSC).
- 3.7 Responses to SCRAIPs are agreed by the Cabinet member responsible before reporting back to the relevant OSC.
- 3.8 Since June 2014 OSCs have received monthly SCRAIP update reports as part of the Future Work Programme agenda item.

4. Relevant Documents

- 4.1 Appendix A – SCRAIP Update

5. Background Documents

- 5.1 None

Appendix A: SCRAIP Report for Scrutiny Coordinating Committee (24 November 2014)

As of 12 November 2014



Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
Community, Environment and Housing					
CEH.140715.20b 6	Cabinet Member for Community and Leisure Services report back to the Committee, in terms of performance against priorities for Parish Liaison, on: o Partnerships formed o Outcomes achieved o Results for residents	Cabinet Member for Community and Leisure Services		The Cabinet Member for Community and Leisure Services will support Parish Liaison through improved locality and place shaping. The Cabinet Member has programmed a series of introductory meetings between himself, parish councils and the Community Partnerships team, which aim to; . Strengthen the Parish Council relationships with the Borough Council. . Help the Parish Council (and its community) enhance its status. . Harness and encourage parish councils to share and provide its expertise and knowledge on local issues. . Encourage and support partnership working, involvement from other agencies and increased local voluntary action. Progress: . Cabinet Member introductory meetings held with all Parish Councils in Maidstone - Sarah Robson has diarised a programme of meetings for September to December 2014. The meetings will provide an overview of the Cabinet Member's role and remit, the role of the Community Partnerships team and key priorities supported by the Community Safety Plan, Community Development Plan and Health Inequalities Action Plan.	Sarah Robson

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
10				<ul style="list-style-type: none"> . Quarterly Parish Liaison meetings hosted by Zena Cooke and attended by Cllr Perry, Cllr Peter Colling, Cllr Geraldine Brown, Paul Riley, John Littlemore, Sarah Robson and Abi Jessop (KCC Community Engagement Officer). . Local Plan - D:SE facilitated an LP infrastructure day for the Parish Council. . Annual Parish Conference held in March 2015. John Littlemore has requested Affordable Housing is added to the Agenda. . Parish Charter to be refreshed for Maidstone. It will aim to set a standard for the Borough and Parish Councils to work together, respecting a vision for partnership working and acknowledging the borough's rich and diverse character. A working group has been established (chaired by Cllrs Brown and Perry) and MBC HoS have been engaged and commented on the draft. 	
CEH.140715.20c	Cabinet Member for Community and Leisure services investigate ownership of allotments along with fairness of allocation of sites	Cabinet Member for Community and Leisure Services			Jason Taylor
CEH.140909.21a	<p>That the following question be send to the Head of Housing and Community Services:</p> <p>. Would funding beyond 2015 be available to staff the Empty Homes initiative?</p>	Cabinet Member for Environment and Housing		As part of the Budget Review Housing has requested continued funding for this post.	John Littlemore
CEH.140909.21b	That the following questions be send to the Head of Planning and Development regarding the Empty Homes Strategy:			Empty homes are already part of the borough's housing stock, which has been taken into account in the methodology used to calculate the borough's objectively assessed housing need. So bringing empty homes back into occupation would not reduce	Rob Jarman; Sue Whiteside

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	. Would the empty homes bought back into use be used as 'windfall' figures to reduce the objectively assessed housing need figure for the Local Plan?			the housing need figure. Only new dwellings created through new build or conversions will count towards need.	
CEH.140909.22.1	That the Private Rented Sector Update report be presented to the 13 January meeting of the Community, environment and Housing OSC.			The report has been delayed by structural changes within the Housing Service, the lead officer for this report has left the service and this piece of work has yet to be reassigned.	John Littlemore
CEH.140909.22.2 → →	That an update report on the second collective switching campaign be presented to the committee at their 10 February 2015 meeting by Programme Manager (Financial Inclusion and Maidstone Families Matter);	Cabinet Member for Community and Leisure Services; Cabinet Member for Environment and Housing	Agreed	Date noted, agreed.	Ellie Kershaw
CEH.141014.32.3	The Chair of the committee write a letter to Kent County Councils' Cabinet Member for Community Services to express the committee's deep concern should the Community Warden service cease and to appeal to him to find the funding to ensure its continuation.	Cabinet Member for Community and Leisure Services			Tessa Mallett
CEH141014.32.4	That the Head of Housing and Community Service and the Chair of the Safer Maidstone Partnership formulate and submit a response to Kent County Councils consultation on the review of the Community Warden service.	Cabinet Member for Community and Leisure Services			John Littlemore

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
CEH.141014.34.1	The Head of Housing and Community Services provide the committee with an analysis of the costs of policing and clearing up after the Night Time Economy and the financial benefits it provided.	Cabinet Member for Community and Leisure Services			John Littlemore
CEH.141014.35.1	The Cabinet Member for Environment and Housing be recommended to explore funding opportunities to ensure the important work of the street population project continues.	Cabinet Member for Community and Leisure Services			John Littlemore

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
Economic and Commercial Development					
<p>ECD.140729.20b</p> <p>13</p>	<p>That the Commercial Projects Manager be recommended to give priority to carry out a commissioning exercise for the planning and planning enforcement services.</p>		<p>Rejected</p>	<p>The inclusion of 'Commissioning' in the draft Commercialisation Strategy is for two reasons:</p> <p>-To ensure that a unit or service is delivering outcomes that are required by statute and that the Council wishes those organisations to deliver; and to ensure that services and outputs in support of those outcomes are being delivered at the standard the Council requires.</p> <p>-To analyse commercial options in response to the definition of those outcomes as part of a STOP, MAKE, BUY, DIVEST decision process.</p> <p>Planning services are a statutory service and are being delivered in a model which Council already approves. The recommendation is therefore rejected. The committee's concerns about the standards of delivery are noted and are referred to the Planning, Transport and Development OSC.</p>	<p>Dawn Hudd</p>
<p>ECD.140826.30a</p>	<p>The Cabinet Member for Economic and Commercial Development be recommended to adopt the Festivals and Events Policy, subject to:</p> <p>i. Due consideration being given to rural communities in the final policy;</p> <p>ii. Advanced warning about traffic management being given to residents before events, specifically in the form of mobile road signs on the highway system, as well as traffic management advice being given on the day of an event;</p> <p>iii. Work being undertaken to develop a signature event for Maidstone.</p>	<p>Cabinet Member for Economic & Commercial Development</p>		<p>i. Agreed the policy will be adapted to reflect this.</p> <p>ii. Partially agreed. Event organisers will be required to provide appropriate warnings relative to the size of the event. Traffic Management is a major part of the any event plan and is assessed as part of the SAG process if appropriate.</p> <p>iii. Agreed</p>	<p>Laura Case; Dawn Hudd</p>

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
ECD.140826.30b	Consideration be given by officers on how to feed back good news stories from events to the committee		Agreed	We will feed back via email through performance officer on large scale or council run events.	Laura Case; Dawn Hudd
ECD.140826.30c	Further information be provided, by the Cabinet Member for Economic and Commercial Development, to explain why recommendation k in the Events Review SCRAIP was rejected	Cabinet Member for Economic & Commercial Development		For most events the timescale for inclusion in Council Tax mail outs would be too tight and the cost too high. For larger and in advance events this will be taken into consideration and assessed as part of the possible marketing mix.	Laura Case; Dawn Hudd
14 ECD.140929.42.1	The Cabinet Member for Economic and Commercial Development be recommended to consider the Maidstone East site as a possible location for the Enterprise Hub, prior to the decision being taken, as this may help to encourage development in this area.	Cabinet Member for Economic & Commercial Development	Rejected		Karen Franek
ECD.140929.42.2	The Cabinet Member for Economic and Commercial Development be recommended to consider the following options: a. starting off with a smaller scale Enterprise Hub located on council premises; and b. a short term leasehold property for the Enterprise Hub; As the committee recognises the urgent need for such a facility to support business start-ups in the borough.	Cabinet Member for Economic & Commercial Development	Agreed in principle - further work required		Karen Franek
ECD.140929.42.3	The Cabinet Member for Economic and Commercial Development bring the full Cabinet Member Decision to the Committee before the decision is taken.	Cabinet Member for Economic & Commercial Development	Agreed	It is planned to take the report to the 12th November meeting. As agreed by the Chairman of O&S the report will be circulated to members of O&S for them to ask questions either prior to the Cabinet meeting on 12th November and/or to attend the meeting.	Karen Franek

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
ECD.141021.53.1	The committee supports development for employment use at Junction 8 of the M20 subject to the development of a planning policy by the Cabinet Member for Planning, Transport and Development to mitigate damage and to ensure appropriate constraints. This policy should be considered by the Planning, Transport and Development Overview and Scrutiny Committee in January 2015.	Cabinet Member for Planning, Transport and Development			Sue Whiteside
15 ECD.141021.53.2	The Cabinet Member for Planning, Transport and Development be recommended to acknowledge the importance of retaining the employment sites outside of the town centre detailed in Appendix B of the report (list of existing industrial sites/estates for inclusion in Policy DM18).	Cabinet Member for Planning, Transport and Development			Sue Whiteside
ECD.141021.54.1	That subject to point XII regarding the Draft Economic Development Strategy, under minute number 51, being considered by the Cabinet Member for Economic and Commercial Development, the Committee recommend the Draft Economic Development Strategy be approved by Cabinet for consultation.	Cabinet Member for Economic and Commercial Development			Dawn Hudd

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
Planning, Transport and Development					
PTD.140609.11.b	That ward members of the parishes Design South East are working with are invited to attend the multi-stakeholder meeting to be held in September.	Cabinet Member for Planning Transport and Development	Agreed	The stakeholder workshop for the parish councils that Design South East are working with has been arranged for 17 September 2014. Local ward members and a range of infrastructure providers have been invited to the event.	Sue Whiteside
PTD.140609.11a	That the Design South East report is reviewed by the Planning, Transport and Development Overview and Scrutiny Committee prior to the planned multi-stakeholder meeting.	Cabinet Member for Planning Transport and Development	Agreed	It is anticipated that the report on the outcomes of the Design South East work will go to PTD Overview and Scrutiny committee on 19 August.	Rob Jarman
PTD.140609.11c 16	That before a final decision is made on the draft Local Plan site allocations Parish Councils be informed and discussions take place on the right to build as part of the neighbourhood planning with a view to facilitating a convergence of the two (ie the Neighbourhood Plans and the Local Plan site allocations).	Cabinet Member for Planning Transport and Development	Agreed	Further engagement with the parishes is planned.	
PTD.140609.11d	That feedback be sought from Parish Councils on the consultation with Design South East and Parish Councils be informed of how their feedback had been used to develop the Local Plan.	Cabinet Member for Planning Transport and Development	Agreed	A short survey has been sent to each of the parishes involved in the Design South East work in order to obtain feedback.	Rob Jarman
PTD.140609.11e	The Head of Commercial and Economic Development provide the Committee with a detailed report for the meeting on 21 October 2014 on the quality of existing and proposed employment sites being used for the development of the Economic Development Strategy and the Local Plan.	Cabinet Member for Economic & Commercial Development	Agreed in principle - further work required	Referred to Sarah Anderton in Planning to produce report for 21 October 2014. Completed.	Sarah Anderton

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
PTD.140609.11f	That a joint meeting with the Planning, Transport and Development and Economic and Commercial Development Overview and Scrutiny Committees is arranged to look at the qualitative data for the employment review to be used for the Economic Development Strategy and the Local Plan, possibly in early November 2014.	Cabinet Member for Planning Transport and Development	Agreed	Joint meeting arranged for 21 October 2014.	Sam Bailey; Tessa Mallett
PTD.140624.21a	Air quality modelling be undertaken and recommendations included in the Maidstone transport modelling process. Information on the effect of the transport model on air quality be brought to the Committee after the transport modelling is completed.	Cabinet Member for Planning Transport and Development	Agreed	Data derived from the Maidstone transport modelling exercise will feed into the air quality modelling that will be undertaken by MBC environmental health. The results of the air quality modelling will be reported to the committee once received from environmental health.	Sue Whiteside
PTD.140624.21b 7	With regard to a parking standards policy for Maidstone officers ensure: i Any planned parking standards policy is cross referenced in the Integrated Transport Strategy, and; ii The Local Plan and the Integrated Transport Strategy appropriately facilitate a Spatial Policy on parking standards in Maidstone.	Cabinet Member for Planning Transport and Development	Agreed	A Supplementary Planning Document (SPD) will be produced for parking standards in the borough. The Integrated Transport Strategy will include reference to the SPD to ensure the policies are linked. The draft Maidstone Borough Local Plan 2014 includes a reference to the need for a Parking Standards SPD to provide greater detail in support of policy DM13 which seeks to facilitate the delivery of sustainable transport.	Sue Whiteside
PTD.140624.21c	Mechanisms be put in place for Councillors to be included in discussion with transport providers. This will also be included as an objective for the 'Transport in Maidstone Borough - Alternatives to using a car' review for 2014-15.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet Member currently attend the quarterly Quality Bus Partnership (QBP) meetings, which are attended by bus operators. It is recommended that members seek to re-establish the Passenger Transport User Group in order to engage with transport providers across all modes in the borough and beyond.	Sue Whiteside
PTD.140624.22a	The proposal to hold a joint meeting with the Economic and Commercial	Cabinet Member for	Agreed	Joint meeting arranged for 21 October 2014	Christian Scade

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	Development OSC to look at the Qualitative date be referred to the Scrutiny Coordinating Committee at their meeting on 10 July 2014.	Planning Transport and Development			
PTD.140624.22b	Planning policy officer to meet with Ward Members, Parish Councils and Neighbourhood Forums to go through the proposed site allocations in the draft Local Plan in addition to the multi-agency event.	Cabinet Member for Planning Transport and Development	Agreed	Noted	Sue Whiteside
18 PTD.140624.22c	The Cabinet Member for PTD promotes appropriate progress going forward with neighbourhood plans by including PTD OSC to appropriately scrutinise and comment on the Borough's response to the consultation stage of neighbourhood plans.	Cabinet Member for Planning Transport and Development	Agreed	The council's response when formally consulted on a draft neighbourhood plan should in particular focus on the plan's consistency with the existing and emerging strategic policies of the local plan, the sufficiency of the evidence which supports the proposals in the neighbourhood plan, and conformity with neighbourhood plan making regulations. Local ward members are involved in the development of neighbourhood plans so, given the timing of neighbourhood plan consultations which may not coincide with regular Committee meetings, the Committee could consider only scrutinising plans where conflict arises. The Committee will be made aware of Cabinet Member reports on neighbourhood plans, so will be able to call a meeting within the consultation period if required.	Sue Whiteside
PTD.140624.22d	PTD OSC as part of the review of the Parish Charter scrutinise the planning policy processes to be included in the Parish Charter.	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	Noted	Sue Whiteside
PTD.140722.31a	That the Cabinet Member for Planning, Transport and Development be recommended to lobby Kent County Council on the reconfiguration of the gyratory system in Maidstone to ensure	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	MBC will work with KCC to ensure the bridge gyratory scheme incorporates suitable cycling infrastructure and provides safe access in and out of the town centre.	Sarah Anderton; Rob Jarman; Sue Whiteside

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	safe cycle passages. The design of the gyratory system to incorporate surface cycle passages (not subways) for cyclist heading in and out of the town from west Maidstone using the A20 and A26.				
PTD.140722.31b 19	That the Head of Planning and Development be recommended to urgently refresh and update the draft Maidstone Borough Council Draft Cycle Strategy, dated June 2012, for further scrutiny by the Committee with a view to consulting upon and formally adopting the refreshed Strategy. The Committee would aim to have the principal proposals relating to cycling used to inform the emerging Integrated Transport Strategy	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	MBC will work with KCC to refresh and update the draft Maidstone Cycling Strategy as part of the development of the Integrated Transport Strategy to help ensure a comprehensive and holistic approach to transport matters.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140722.31c	That the Head of Planning and Development be asked to report back to the Committee on the costs and possible sites for the provision of cycle ways from rural locations (Villages and Hamlets) with poor bus services, to bus stops on major routes with a more frequent bus service. In addition provide cycle parking at the end of these routes. The short term aim should be to firstly identify the routes and provide the cycle parking with the longer term aim of developing the cycle route to the cycle parking.	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	MBC will work with KCC to refresh and update the draft Maidstone Cycling Strategy as part of the development of the Integrated Transport Strategy. As part of this process, consideration can be given to the inclusion of rural routes and cycle parking provision in the cycling strategy as appropriate.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140722.31d	That the Head of Planning and Development be recommended to request from Kent County Council a	Cabinet Member for Planning	Agreed	Noted. This information has been supplied to the Committee by Cllr Chittenden.	Sarah Anderton; Rob Jarman; Sue Whiteside

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	copy of the results of their trials of 20 mile per hour speed limits around schools in the borough and a copy of their policy for 20mph zones around schools in the borough.	Transport and Development			
PTD.140722.31e	That the Head of Planning and Development be recommended to reintroduce the Maidstone Cycling Forum and ensure it is supported by an officer with responsibility for cycling in their job description. Additionally a lead member should be identified to act as a cycling champion within the authority.	Cabinet Member for Planning Transport and Development	Agreed	A new dedicated transport planning resource for MBC is currently being appointed. The transport planning job remit will include the need to consider cycling as integral part of the development of the Integrated Transport Strategy and can extend to include re-establishment of the Cycling Forum.	Sarah Anderton; Rob Jarman; Sue Whiteside
20 PTD.140722.31f	That the Head of Planning and Development be asked to report back to the Committee the reason why Maidstone Borough Council has not signed up to the Kent County Council service standards for Public Rights of Way.	Cabinet Member for Planning Transport and Development	Agreed	It was determined that this service could be delivered and charged for by the MKIP Legal Services rather than being out-sourced to KCC.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140819.43a	That it be noted the Committee remained very concerned at the high value housing need figure but reluctantly recommended it be accepted by the Cabinet as the current bench mark need figure from which to do the work to arrive at the housing target figure.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet noted the concerns of the Committee around the high value housing need figure. It was noted that the revised figure was helpful in that it had taken the figure downwards.	Sarah Anderton; Sue Whiteside
PTD.140819.43b	That it be recommended officers be fully supported, including if necessary the provision of additional resources, to ensure all aspects are fully investigated to allow Maidstone Borough Council to achieve the minimum target figure	Cabinet Member for Planning Transport and Development	Agreed	This was referred to the Cabinet Member for Planning, Transport and Development who agreed with the Committee's recommendation.	Sarah Anderton; Sue Whiteside

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	possible.				
PTD.140819.43c	That it be recommended assistance be given to the Cabinet Member for Planning, Transport and Development to produce interim policies, to include parking, gardens and open space, and housing standards, to protect the borough and ensure development is only carried out where and how the Borough wanted it.	Cabinet Member for Planning Transport and Development	Agreed	This was referred to the Cabinet Member for Planning, Transport and Development who advised that this work was already ongoing but any assistance would be most welcome.	Sarah Anderton; Sue Whiteside
PTD.140819.43d	That it be recommended any evidence provided by the public, to assist in reducing the housing need figure, be taken into account.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet noted the recommendation and advised that any evidence provided by the public that had already come forward had been sent on for consideration by Spatial Policy officers.	Sarah Anderton; Sue Whiteside
PTD.140819.43e 21	That Cabinet be recommended to accept the figure of 960 for additional care home places in the Borough.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet agreed with the recommendation and advised that they would be adopting the figure of 960 for additional care home places in the Borough.	Sarah Anderton; Sue Whiteside
PTD.140819.43f	That the Head of Planning and Development be asked to present a report at a meeting date, to be agreed, providing details on Affordable Housing; what it is; the impact of the percentages outlined in the draft Local Plan, etc. in order to better understand the detail and make informed decisions regarding the Local Plan.	Cabinet Member for Planning Transport and Development	Agreed	Cabinet advised that the Head of Planning and Development, in conjunction with the Cabinet Member for Planning, Transport and Development would be undertaking a workshop to give Members an understanding on affordable housing provision and this would include information on the viability work which lead to the differentials in percentage terms for the affordable housing.	Sarah Anderton; Rob Jarman; Sue Whiteside
PTD.140819.44b	That it be recommended when representations to the Local Plan are collated, each representation to be provided with a response explaining why the representation had been / not	Cabinet Member for Planning Transport and Development	Agreed in principle - further work required	The template report format will be followed to respond to the separate issues raised in the representations. Similar responses will be grouped and responded to together.	Sarah Anderton; Rob Jarman; Sue Whiteside

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	been taken forward and included in the Local Plan using the template report attached to the agenda for the meeting.				
PTD.140916.56.1	Cabinet Member for Community and Leisure Services be recommended to involve the Kent Association of Local Councils and Area Committee Officers in the preparatory work for the review of the Parish Charter, before consulting fully with all parish councils, to ensure a process of two way communication in the development of Neighbourhood Plans and the Local Plan is included.	Cabinet Member for Community and Leisure Services		Meetings have taken place with representatives from the Parish Councils, CALC and members of MBC's senior management team. A draft new Charter is under review and should be adopted by March 2015.	John Littlemore
22 PTD.140916.57.1	The Head of Planning and Development be recommended to ensure representatives from parish councils and Area Committee Officers are involved in the design of the process for administering the distribution of the Community Infrastructure Levy (CIL), before consulting fully with all parish councils, before the Local Plan is adopted, so parish councils are assured Maidstone Borough Council fulfils its' duty to pass the appropriate level of CIL receipts to local councils.	Cabinet Member for Planning Transport and Development		The Cabinet Member will ensure the progression of the CIL process continues to pass through Overview and Scrutiny and suggests that Overview and Scrutiny invite parish and KALC members to participate in their meetings whilst reviewing this subject.	Rob Jarman; Sue Whiteside
PTD.140916.59.2	The Head of Housing and Community Services be asked to email to members of the committee an overview of the different categories and classifications of affordable housing and eligibility criteria for each.	Cabinet Member for Environment and Housing		Information provided to PTD OSC and training event on affordable organised for 20 October 2014.	John Littlemore
PTD.140930.69.1	The evidence submitted to Committee, on 30 September 2014, be used by the			Noted	Tessa Mallett

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	Review of Transport in Maidstone Working Group to develop draft recommendations for consideration by Committee on 18 November 2014 as part of the draft report for stages one (Walking and Cycling) and two (Buses) of the review.				
PTD.140930.69.2 23	The Cabinet Member for Planning, Transport and Development be asked to provide the Review Working Group with further information about the re-tendering exercise for the provision and maintenance of bus shelters, and the selling of advertising at bus shelters, to enable consideration of how information about buses, including real time information and contact numbers for buses, could be displayed at bus shelters across the borough.	Cabinet Member for Planning Transport and Development		The Cabinet Member has asked for a copy of the tender document and proposed to share this with Overview and Scrutiny. there is an early suggestion that KCC no longer support interactive information signage due to reliability and communication issues. This is being investigated and findings will be shared. Overview and Scrutiny may wish to contact Toby Butler at KCC. The Cabinet Member also suggest that commercial organisations also be involved.	David Tibbit
PTD.140930.70.1	The Cabinet Member for Planning, Transport and Development be recommended, through emerging local plan policies and the Green and Blue Infrastructure Strategy, to acknowledge the importance of migratory transport corridors to preserve wildlife population viability.	Cabinet Member for Planning Transport and Development		<p>The Cabinet Member acknowledges the importance of migratory transport corridors to preserve wildlife population viability.</p> <p>the draft local plan countryside policy states "Natural assets, including characteristic landscape features, wildlife and water resources, will be protected from damage with any unavoidable impacts mitigates."</p> <p>Ecological surveys will be required in order for planning applications to be considered.</p> <p>The draft Green and Blue Infrastructure Strategy contains an objective that states, " To maintain, enhance and extend the rich tapestry of distinctive wildlife habitats and improve water quality" and proposes to, " Continue Stewardship Schemes with farmers and landowners to</p>	Darren Bridgett

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
				<p>create new or improved wildlife corridors in the rural area".</p> <p>Through further consultation on both documents the views of the public will continue to be sought on such issues and integrated into emerging policy where appropriate.</p>	
PTD.140930.71.1	The Cabinet Member for Planning, Transport and Development be asked to circulate a briefing note to update Committee on Southern Water's position on flooding, drainage and sewage issues affecting the borough.	Cabinet Member for Planning Transport and Development		The attached statement from Southern Water provides information on Southern Water's position relating to strategic planning for flooding, drainage and sewage issues. Further meetings with Southern Water at all levels are being progressed.	Rob Jarman; Sue Whiteside
24 PTD.141021.82.1	<p>The Cabinet Member for Planning, Transport and Development be recommended to develop a planning policy to mitigate damage and to ensure appropriate constraints for any employment land allocation at Junction 8 of the M20. This policy should be considered by the Planning, Transport and Development Overview and Scrutiny Committee in January 2015.</p> <p>If the thresholds contained in the policy in recommendation 1 are met, the Planning, Transport and Development Overview and Scrutiny Committee would, in principle, support development for employment land at Junction 8.</p>	Cabinet Member for Planning Transport and Development			Sue Whiteside
PTD.141021.82.3	The Cabinet Member for Planning, Transport and Development be recommended to acknowledge the importance of retaining the	Cabinet Member for Planning Transport and			Sue Whiteside

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	employment sites outside of the town centre detailed in Appendix B of the report (list of existing industrial sites/estates for inclusion in Policy DM18).	Development			
25 PTD.141021.83.1	That subject to point XII (Some concern was raised regarding the wording and strength of the delivery mechanisms for the action plan for the draft Economic Development Strategy. It was agreed there was a need for a higher priority and profile for tourism, leisure and the visitor economy and renewable and green energy in the strategy and it was felt the action plan needed to be written in more positive language) regarding the Draft Economic Development Strategy, under minute 80, being considered by the Cabinet Member for Economic and Commercial Development, the Committee recommend the Draft Economic Development Strategy be approved by Cabinet for consultation.	Cabinet Member for Economic & Commercial Development			John Foster; Dawn Hudd
PTD.141103.92.2	That the Cabinet Member for Community and Leisure Services be recommended to present the final draft of the Parish Charter to the Planning, Transport and Development Overview and Scrutiny Committee at a meeting early in 2015.	Cabinet Member for Community and Leisure Services			Sarah Robson
PTD.141103.92.3	That the Cabinet Member of Community and Leisure Services be recommended to include in the new Parish Charter:	Cabinet Member for Community and Leisure			Sarah Robson

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	a. Consultation procedures for planning policy, and; b. A mechanism for disbursing Community Infrastructure Levy funds.	Services			
PTD.141103.93.1 26	That Cabinet be recommended to agree the following paragraph for inclusion in the Neighbourhood Plan decision making framework: 3a Stage - MBC consulted on submission version of the neighbourhood plan (Ref 16) Decision method - Internal consultation with ward members/adjoining ward members/Cabinet Member Decision take - Cabinet Member Report* to consider MBC comments on submission of draft plan.	Cabinet Member for Planning Transport and Development			Rachel Elliott; Sue Whiteside
PTD.141103.93.2	That Coxheath Parish Council be recommended to: a. Make a request to Locate to put the verbal advice the parish council had received from them regarding their Neighbourhood Plan in writing, and; b. Share the advice given to them in writing with Maidstone Borough Council's Spatial Policy Team to assist with progressing the parish's Neighbourhood Plan.	Cabinet Member for Planning Transport and Development			Rachel Elliott; Sue Whiteside
PTD.141103.93.3	That the Head of Planning and Development be recommended to	Cabinet Member for			Rachel Elliott; Sue Whiteside

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	recognise Neighbourhood Forums and Residents' Associations and other similar groups, who are developing a Neighbourhood Plan and include them in all communications on planning policy and consultation on planning applications in their areas of the borough.	Planning Transport and Development			

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
Scrutiny Coordinating Committee					
SCC.140710.8a	That subject to the footnote on page 9 being moved to page 2 and a number of typos being corrected, the Overview and Scrutiny Annual Report 2013-14 be approved for submission to full Council.		Agreed	The changes suggested by committee were included in the final report. The final report was considered by Full Council on 23 July 2014 and is now available on the MBC website.	Tessa Mallett
28 SCC.140710.8b	That Democratic Services be asked to look at the possibility of developing a Pocket Guide to the MBC Constitution to summarise the roles and responsibilities of all Councillors.			Democratic Services can look into producing a short guide but further information on what exactly is required is sought. In previous years new Members have been given A Councillors Guide but this is so out of date and there wasn't time to update it prior to handing out to new Members but this is a lengthy document and not a pocket guide. The Local Government Association has recently issued the Councillors Guide for new councillors for 2014/2015 and this has been forwarded to new Members. We will look at what could go in a pocket guide and fit this around other democratic work.	Sandra Marchant
SCC.140710.9	That subject to the inclusion of the Local Plan in relation to Planning, Transport and Development OSC and review by the Monitoring Officer, the Committee recommended the revisions to Article 6 of the Council's Constitution, as set out in Appendix A to the report of the Senior Corporate Policy Officer, be agreed by full Council.	Full Council	Agreed	The proposed revisions were approved by Full Council on 23 July 2014.	Christian Scade
SCC.141003.19.1	That the Overview and Scrutiny Officer be asked to liaise with Officers and Members to ensure comments made by Committee in relation to PTD.140624.22c; PTD.140722.31;			These outstanding SCRAIPs have been chased. An update will be provided to committee at the next meeting.	Tessa Mallett

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	SLCS.140805.43.1; SLCS.140805.44.4; CEH.140715.20.b be addressed.				
SCC.141003.21.3	That the workshops for the questioning and challenging skills event, scheduled for 3 December 2014, take place in the afternoon and also be repeated during the evening.			Workshops have been programmed to take place on 3 December 2014 - two sessions 1pm until 4pm and 6pm until 9pm. Refreshments will be provided in between each session.	Tessa Mallett
SCC.141003.21.4	That group leaders be asked to promote the questioning and challenging skills workshop, scheduled for 3 December 2014, to ensure maximum attendance.			An advertising flyer has been designed and will be distributed the week commencing 3 November with follow up emails during the weeks leading up to the event. Group leaders will be asked to encourage their members to attend.	Tessa Mallett

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
Strategic Leadership and Corporate Services					
30 SL&CS.140707.17 d	The Mid Kent Services Director report back to a December joint meeting of the Tunbridge Wells Borough Council's Overview and Scrutiny Committee, Maidstone Borough Council's Strategic Leadership and Corporate Services Overview and Scrutiny Committee and Swale Borough Council's Scrutiny Committee, on an interim update on the progress of MKIP that should include the independent appraisal of the Director's post which was being undertaken by a cross authority project team.		Agreed in principle - further work required	This has been included as an item (date TBC) on the Committee's future work programme.	Christian Scade
30 SL&CS.140707.17 a	A Task and Finish Group comprising of two representatives from each of the Tunbridge Wells Borough Council's Overview and Scrutiny Committee, Maidstone Borough Council's Strategic Leadership and Corporate Services Overview and Scrutiny Committee and Swale Borough council's Scrutiny Committee, be established to consider how MKIPs governance arrangements should be taken forward and how a MKIP communications plan should be developed.		Agreed	A task group has been set up and will meet for the first time on 10 September 2014. The task group includes two reps from Tunbridge Wells BC's O&S Committee, Maidstone BC's SLCS OSC and Swale BC's Scrutiny Committee.	Christian Scade
30 SL&CS.140707.17 b	The Task and Finish Group for MKIP to report back to a December Joint meeting of the Tunbridge Wells Borough Council's Overview and Scrutiny Committee, Maidstone Borough Council's Strategic Leadership		Agreed in principle - further work required	This will be picked up as part of the scoping/planning for the Joint MKIP Task Group.	Christian Scade

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
	and Corporate Service Overview and Scrutiny Committee and Swale Borough Council's Scrutiny Committee				
SL&CS.140707.17 c	A contact list be circulated to staff and elected members of the three authorities for key contacts for shared service enquiries.		Agreed	Paul Taylor, Mid Kent Services Director. has confirmed this information has been produced and circulated.	Christian Scade
SL&CS.140708.26 c	An update on complaints received and action taken in relation to the Planning Service Shared Service be reported to the next meeting of the Committee, and that the following witnesses be invited to attend and speak on the item: Ryan O'Connell, Mid Kent Planning Support Manager, a representative of IT and the Leader of the Council.		Agreed in principle - further work required	Unfortunately, Ryan O'Connell, Mid Kent Planning Support Manager, was unable to attend Committee on the 5 August 2014. However, following discussion with the Chairman, a short briefing paper on the current position was prepared for the meeting . This was noted by Committee.	Christian Scade
SL&CS.140708.27 b	That the issues highlighted by the Committee each quarter be recorded and highlighted in next year's Annual Review of Complaints report.		Agreed	Issues raised will be tracked and a summary of action taken will be included in the annual review of complaints for 2014/2015	Sam Bailey
SL&CS.140708.28	That the Cabinet Member be recommended to approve the proposed policy for the award of Discretionary Housing Payments	Cabinet Member for Corporate Services		Included within the report to Cabinet.	Steve McGinnes
SL&CS.140708.29 b	That the Committee be involved in the development of the Local Council Tax Discount Scheme, and the development of options fo Council Tax Support in 2015, through a meeting of a working group arranged to take place on Thursday 17 July with a view to report back to the August Committee meeting of the Committee.	Cabinet Member for Corporate Services	Agreed	Both actions have been completed. A workshop was held on 17 July 2014 which was attended by Cllr Gooch, Cllr Grigg, Cllr Edwards-Daem and Cllr McKay. The findings and recommendations of the sub group were considered by Committee on 5 August 2014.	Christian Scade

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
SL&CS.140708.30 b	That future reports to the Overview and Scrutiny Committee on the use of revenue underspend be grouped by subject matter.		Agreed	The Head of Finance and Resources has agreed future reports to Committee, on the use of revenue underspend, will be grouped by subject matter.	Paul Riley
SL&CS.140708.30 c	That in view of the financial calendar an update be provided to the January meeting of the Committee.		Agreed	The Future Work Programme for the Committee has been updated and an update will be provided to the January 2015 meeting.	Paul Riley; Christian Scade
SLCS.140805.42. 1 32	That the Cabinet be recommended to consider the following options when making the recommendation to Full Council as to the Local Council Tax Discount Scheme to be implemented in 2015/16: a) Maintaining the current 13% reduction for working age households; b) reducing the level of reduction for working age households to 9.5% with the additional cost met through the removal of the discount available for 2nd adult rebate, provision for backdated awards and reduction in the capital limit to £6000.	Cabinet Member for Corporate Services		Recommendation included within the report to Cabinet on 7th October 2014.	Steve McGinnes
SLCS.140805.42. 2	That an update on how best to approach the wider review of the Local Council Tax Discount Scheme at the end of the current three year agreement be considered at Committee during November.	Cabinet Member for Corporate Services		Update to be provided to the committee in November 2014.	Steve McGinnes
SLCS.140805.43. 1	That the details of the next vacancy for district members on the Kent County Council Superannuation Committee and the procedures for substitution be circulated to the Committee by Councillor Blackmore.	Leader of the Council			Paul Riley

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
SLCS.140805.43.3	That the previous SCRAIPs regarding Asset Management be circulated to Councillor McLoughlin.		Agreed	The following information has been sent to the Cabinet Member for Corporate Services via email: (a) The Capital Programme Review Report (Cabinet, June 2013); (b) Capital Programme Review - Follow Up – (SLCS OSC, March 2014); and (c) the SCRAIP (with response) from July 2012 in relation to the Asset Management Item (Corporate Services OSC).	
SLCS.140805.44.2	That any changes made to the bus timetables of the Park and Ride service be reported back to the Committee.	Cabinet Member for Planning, Transport and Development		Any changes to the Park & Ride bus timetables will be published on the Councils WebPages under: http://www.maidstone.gov.uk/residents/parking-and-streets/park-and-ride to enable the Committee to be kept informed.	Jeff Kitson
SLCS.140805.44.3	That the Corporate Improvement Plan be considered in 6 months as a stand-alone report.		Agreed	The update on the Corporate Improvement Plan will come to Cabinet and Overview and Scrutiny as a separate report from now on.	Georgia Hawkes
SLCS.140805.44.3	That the Waste Section's programme of public information, including the implementation of symbols or languages on bins, be reported back to the Committee.	Cabinet Member for Environment and Housing		Officers have provided a copy of the updated plan to Christian Scade for distribution to the Overview & Scrutiny Committee. The plan outlines the activities planned for the remainder of the year including distribution of recycling stickers, door stepping and school workshops.	Jennifer Shepherd
SLCS.140805.45.2	That the Capital projects review be included within the terms of reference of the Budget Working Group.		Agreed	As agreed, this information was included in the (draft) terms of reference for the Budget Working Group. These will be considered by Committee in September 2014 as part of the future work programme item	Christian Scade
SLCS.140902.55.4	That the Head of Commercial and Economic Development be asked to consider distributing event notices for the attention of ward members, to ensure members are informed, and able to offer advice on events/festivals planned for their wards.	Cabinet Member for Economic & Commercial Development	Agreed in principle - further work required	The council's new Festivals and Events Policy aims to increase the number and quality of events held across the borough. The vast majority of these will be delivered by others and they will be given a toolkit and set of guidance to use where permission is required from us to put on the event – such as in one of our parks. We will be clear about the parameters for the event and will use our own experience to guide the event organiser in relation to planning the event. It would be impractical to issue	Dawn Hudd

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
				individual notices to ward members, we could however issue a regular email to all members listing forthcoming events that we have given permission for and will investigate further how this can be done.	
SLCS.140902.55.5	That the presentation of the complaints report, with particular reference to the communication of numerical data and use of percentages, be reconsidered by report authors for future reports.		Agreed	Work will be carried out on changing the format and content of the complaints report for the quarter 2 report, particularly around the presentation of statistical data.	Sam Bailey
SLCS.140902.55.6 34	That the Shared Head of Environment and Public Realm be asked to ensure Medway Council's out of hours Contact Centre are aware of events/festivals taking place across Maidstone borough to ensure if complaints are received out of hours, these are passed on to the appropriate MBC staff to deal with in a timely fashion.			The Environmental Enforcement Team will notify the Medway Contact Centre of any events that they are monitoring to enable any calls to be routed to them.	Gary Stevenson
SLCS.140902.55.7	That the communication process between Medway Contact Centre and Maidstone BC be clarified and reported back to the Committee via a SCRAIP update.			The Out of Hours process is as follows: Callers ringing 01622 602000 out of hours hear a long message giving details of what to do. If it is a matter of public safety, callers are asked to press 2 and the call is automatically diverted to pedway. We try to direct callers to the website for other nonurgent matters. If a caller goes through to Medway then the Contact Centre staff will follow our A-Z of Actions to be taken out of hours. There is an entry for Event Safety for what to do if there is a health and safety issue at an event other than that it would be treated as a noise issue and in most cases the caller asked to report it on-line or call back the following day. If it is an event or case that Environmental enforcement is aware of and monitoring the Environmental Enforcement team is contacted. .	Gary Stevenson
SLCS.140902.55.	That clarification be provided by the		Agreed	The figures for this quarter for complaints and	Sam Bailey

Meeting, Date & Minute	Recommendation	Executive Decision Maker	Action Expected Outcome	Response	Lead Officer
8	report author on sections 1.11.1 and 1.11.5 of the report with regard to the levels of complaints and compliments received per service.			compliments were correct, however what was stated in paragraph 1.11.5 was incorrect for this quarter. What was stated in this paragraph is generally true, however it was not the case this quarter due to the higher than usual number of complaints against Parks and Leisure and the high number of compliments received by various teams this quarter.	
SLCS.140915.64.2	That a cross-party workshop, open to all Members, be set up to help with the planned review of the Council's Equality Objectives to ensure Objectives for 2015-18 meet the needs of the local community and complement the new Strategic Plan.	Leader of the Council	Agreed	Agreed this will take place in January so that the results of the peer review of the Equality Duty for Local Government can feed into the objective review.	Clare Wood
SLCS.140915.64.3 35	That findings from the cross-party (Equalities Objectives) workshop be reported back to the Strategic Leadership and Corporate Services Overview and Scrutiny Committee to ensure formal recommendations can be made.		Agreed	Workshop is due to take place in January with finding reporting back to cmt in February/March.	Clare Wood
SLCS.141007.75.4	That a detailed briefing note on performance indicators HSG 005 and HSG 009 (homelessness) be prepared by the Financial Inclusion and Maidstone Families Matter Programme Manager for inclusion in the Mid Year Performance Report, for consideration by Committee on 2 December 2014.	Cabinet Member for Corporate Services; Cabinet Member for Environment and Housing	Agreed	Agreed	Ellie Kershaw; Clare Wood
SLCS.141007.75.5	That the figures with regard to the four year decline in reported instances of fly tipping be provided to the Committee.	Cabinet Member for Environment and Housing	Agreed	Data provided to the committee clerk to circulate.	Clare Wood

Maidstone Borough Council

Scrutiny Coordinating Committee

Monday 24 November 2014

Overview and Scrutiny Work Programme – Including Review Work

Report of: Christian Scade, Senior Corporate Policy Officer

1. Introduction

- 1.1 The terms of reference for the Scrutiny Coordinating Committee includes developing mechanisms for addressing cross cutting issues and to prevent duplication in the work of individual committees.
- 1.2 This is also an opportunity for the Coordinating Committee to review individual work programmes (attached at **Appendix A**) to identify what is working well, to share best practice and to discuss how the scrutiny work programme could be improved.

2. Recommendation

- 2.1 That the Scrutiny Coordinating Committee:
 - (a) Review the Overview and Scrutiny Work Programme (attached at **Appendix A**)
 - (b) Note the verbal updates, to be provided by the relevant Chairmen and Vice Chairmen, on the various review topics
 - (c) Consider the recommendation (see 5.4 – 5.7) made by the Economic and Commercial Development OSC, in relation to Commercial Projects, and provide comments as appropriate
 - (d) Agree that there are no additional work programme issues that fall within the remit of more than one Overview and Scrutiny Committee.

3. Work Programme Topics

- 3.1 The work programme for each of the Council's Overview and Scrutiny Committees is attached at **Appendix A**.
- 3.2 It is evident from the work carried out by scrutiny committees and national research that Overview and Scrutiny has many roles. The following are the key roles Overview and Scrutiny seeks to fulfil:
 - 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
- 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.
- Engaging the public
 - A key role for scrutiny is to engage the public in its work and to 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.

3.3 Scrutiny work programmes should also be developed to ensure the four principles of good public scrutiny, highlighted by the Centre for Public Scrutiny (CfPS), are fulfilled –

- “Constructive ‘critical friend’ challenge”
- “Amplifies the voices and concerns of the public”
- “Led by independent people who take responsibility for their role”
- “Drives improvement in public services”

4. Scrutiny Reviews

- 4.1 At their meeting of 23 April 2014 the Scrutiny Coordinating Committee discussed options for developing the Overview and Scrutiny Work Programme.
- 4.2 As a result of these discussions it was agreed to design and run a workshop before the committees' first meeting of the 2014/15 municipal year.
- 4.3 The aim of the workshop was for each Overview and Scrutiny Committee to develop their Future Work Programme and decide on at least one review topic.

- 4.4 A social media and press campaign resulted in more than 50 suggestions for topics being received from staff, members of the public, community representatives, key stakeholders/partners including parish councils and local press.
- 4.5 After working through these suggestions, each committee agreed review topics for 2014/15. These are listed below and, as agreed by Committee at their last meeting, a verbal update will be provided by the relevant Chairmen and Vice-Chairmen at the meeting.

Committee	Review Topic
Strategic Leadership and Corporate Services OSC	Budget Working Group Joint MKIP Task & Finish Group
Community, Environment and Housing OSC	Loneliness and Isolation (in the over 65 age group)
Planning, Transport and Development OSC	Transport in Maidstone Borough – Alternatives to Using the Car
Economic and Development OSC	The Twilight Economy

5. Matters Covering More Than One O&S Committee

- 5.1 The terms of reference for each Overview and Scrutiny Committee are attached at **Appendix B**.
- 5.2 From time to time, matters may arise which fall within the remit of more than one Overview and Scrutiny Committee. The Overview and Scrutiny Procedure Rules, set out in Part 4 of the Council's Constitution, state:

"In such instances, one of the relevant Committees may decide to establish a working group which can be made up of representatives from the appropriate committees. The Report will be considered by the appropriate committee following the opportunity of all other appropriate committees to comment, before it is forwarded to the Executive for a response.

Before submitting its findings to the Executive and/or Council for consideration, the report of the reviewing Overview and Scrutiny Committee shall be considered by the other Overview and Scrutiny Committee for comment. Those comments shall be incorporated into the report which is then sent to that body for consideration.

If a single committee decides to examine an issue that falls within the remit of another committee, its report shall be passed to the other relevant committee(s) for comment before its findings are submitted to the Executive and/or Council for consideration. Those

comments shall be incorporated into the report which is then sent to that body for consideration."

- 5.3 The role of the Coordinating Committee is to review the work of the individual committees, to address overlap and identify opportunities for joint working.
- 5.4 On 28 October 2014 the Economic and Commercial Development OSC received an update on the Maidstone Culture and Leisure Business Plan (2014-2018). This included an update on the development of a number of commercial projects.
- 5.5 In keeping with the principle of pre-decision scrutiny, it has been agreed that commercial projects should be considered by the Economic and Commercial Development OSC before decisions are made by Cabinet. In addition, the Budget Working Group will continue to scrutinise the development of commercial developments in relation to the Medium Term Financial Strategy.
- 5.6 Despite the work already underway the Economic and Commercial Development OSC discussed the need for earlier input from Members and on the 28 October 2014 made the following recommendation:

"That the Scrutiny Coordinating Committee be asked to decide on the constitution of a group of members to give early input for commercial projects."
- 5.7 Given the cross cutting nature of the topics under review, the scrutiny work already underway, this is an opportunity for the Scrutiny Coordinating Committee to comment on this recommendation and to provide comments as appropriate.
- 5.8 In addition, the work programme for each Committee is attached at **Appendix A**. The Scrutiny Coordinating Committee is asked to confirm that there are no additional work programmes issues that currently fall within the remit of more than one Overview and Scrutiny Committee.

6. Impact on Corporate Objectives

- 6.1 The Scrutiny Coordinating Committee will primarily consider reports that deliver against all the Council's priorities: For Maidstone to have a growing economy, For Maidstone to be a decent place to live and Corporate and Customer Excellence.
- 6.2 The Strategic Plan sets the Council's key objectives for the medium term and has a range of objectives which support the delivery of the Council's priorities. Actions to deliver these key objectives may therefore include work that the Scrutiny Coordinating Committee will consider throughout the coming year.

7. Relevant Documents

Appendix A – OSCs Future Work Programmes

Appendix B – Terms of Reference – Overview and Scrutiny

8. Background Papers

8.1 None

Appendix A – Overview and Scrutiny Work Programmes (2014/15)

- Strategic Leadership and Corporate Services Overview and Scrutiny Committee
- Community, Leisure Services and Environment Overview and Scrutiny Committee
- Planning, Transport and Development Overview and Scrutiny Committee
- Economic and Commercial Development Overview and Scrutiny Committee

Strategic Leadership & Corporate Services Overview and Scrutiny Committee

Future Work Programme 2014/15

Meeting Date	Agenda Items	Details and desired outcome	Report Author / Possible Witnesses
10 June 2014	<ul style="list-style-type: none"> Election of Chairman and Vice-Chairman Work programming workshop 	<ul style="list-style-type: none"> Appoint Chairman and Vice-Chairman for 2014/15 Ascertain work plan for the year and select and develop review topics focusing on achievable outcomes 	<ul style="list-style-type: none"> Christian Scade
7 July 2014	<ul style="list-style-type: none"> <u>MKIP Update</u> 	<ul style="list-style-type: none"> Co-located simultaneous meeting with Tunbridge Wells BC and Swale BC to consider options for scrutiny review. 	<ul style="list-style-type: none"> Paul Taylor / Jane Clarke / Alison Broom / William Benson
8 July 2014	<ul style="list-style-type: none"> Use of Revenue Underspend Discretionary Housing Payments Q 4 / End of Year Complaints Report <u>Local Council Tax Support Scheme</u> – Options for (a) 2015/16 and (b) beyond. 	<ul style="list-style-type: none"> Requested by Committee in May 2014 Pre-decision scrutiny before July Cabinet Quarterly Report A topic for scrutiny review. An initial report will be needed in July to set the scene and to consider options for scrutiny involvement moving forwards. 	<ul style="list-style-type: none"> Paul Riley Steve McGinnes Sam Bailey / Angela Woodhouse Steve McGinnes
5 August 2014	<ul style="list-style-type: none"> Annual Performance Report Cabinet Member Priorities for 2014/15 (Leader of the Council and Cabinet Member for Corporate Services) Capital Programme Update 2014-15 Local Council Tax Discount Scheme – Options 	<ul style="list-style-type: none"> Annual Report and KPI Targets for 2014/17 A written report, of no more than one side of A4, was requested by Committee in June, as an information item. Subject to the work of the budget working group (see notes below) this would be an opportunity for a general update and on recommendations made by scrutiny as part of the Capital Programme Review Options for Consultation / Feedback from 	<ul style="list-style-type: none"> Clare Wood Cllr Blackmore and Cllr McLoughlin Paul Riley Steve McGinnes

Meeting Date	Agenda Items	Details and desired outcome	Report Author / Possible Witnesses
	for Consultation	the O&S workshop	
2 September 2014	<ul style="list-style-type: none"> Q 1 Complaints Report FWP – including terms of reference for the Budget Working Group 	<ul style="list-style-type: none"> Quarterly Report Recommendations of the Chairman and Vice-Chairman to the Committee on the inclusion of the Capital Programme and Budget Strategy within the BWG terms of reference 	<ul style="list-style-type: none"> Sam Bailey Christian Scade
7 October 2014	<ul style="list-style-type: none"> Budget Strategy 2015-16 Onwards (Revenue) Q1 Performance Report 	<ul style="list-style-type: none"> See notes below ref Budget Working Group Quarterly Report 	<ul style="list-style-type: none"> Paul Riley Clare Wood
4 November 2014 CANCELLED			
2 December 2014	<ul style="list-style-type: none"> Mid-Year Performance Report Q2 Complaints Report 	<ul style="list-style-type: none"> Mid-Year Report – with a detailed briefing (and discussion) on homelessness indicators - HSG005 & HSG 009 Quarterly Report – to include information on complaints ref The Social and Events Management in general 	<ul style="list-style-type: none"> Clare Wood / Ellie Kershaw Sam Bailey and Jason Taylor
6 January 2015	<ul style="list-style-type: none"> Strategic Plan Communication and Engagement Strategy (Update) Medium Term Financial Strategy (MTFS) Budget Strategy – Capital, Revenue, Fees and Charges Revenue Under Spend – Update Customer Service Improvement Strategy (Date TBC) 	<ul style="list-style-type: none"> Policy Framework Document Update for consideration at the same time as the Strategic Plan (links to issues discussed by Committee in April 2014) See notes below ref Budget Working Group This was requested by Committee in July 2014 Pre-decision scrutiny with an opportunity to look at channel shift / moving services 	<ul style="list-style-type: none"> Angela Woodhouse Angela Woodhouse Paul Riley Paul Riley Georgia Hawkes

Meeting Date	Agenda Items	Details and desired outcome	Report Author / Possible Witnesses
		online	
12 January 2015 PROVISIONAL DATE (Details TBC)	<ul style="list-style-type: none"> • The Mid Kent Services Director to report back to a January 2015 joint meeting with an interim update on the progress of MKIP that should include the independent appraisal of the Director's post which is being undertaken by a cross authority project team (led by Zena Cooke) • Final Report from the Joint MKIP Task and Finish Group 	<ul style="list-style-type: none"> • Joint OSC meeting with SBC and TWBC ref MKIP 	<ul style="list-style-type: none"> • Bob Pullen (SBC), Holly Goring (TWBC), Jane Clarke, Paul Taylor, Zena Cooke, Alison Broom
3 February 2015	<ul style="list-style-type: none"> • <u>Work Force Strategy</u> (Date TBC) • Accommodation Project (Date TBC) • Corporate Improvement Plan • Equality Objectives Update (Date TBC) 	<ul style="list-style-type: none"> • A possible (mini) review – an initial report will be needed to set the scene and to consider options for scrutiny involvement. • Update report following completion of work by the cross-party working party. Report to come to SLCS OSC before Cabinet. • 6 Monthly report • There will be a workshop held in January 2015 which will inform the new Equality Objectives. An Equality Objectives Update Report would then be available for consideration by Committee in February/March 2015. 	<ul style="list-style-type: none"> • Dena Smart / David Edwards / Alison Broom • David Edwards • Georgia Hawkes • Clare Wood
3 March 2015	<ul style="list-style-type: none"> • Q 3 Performance Report • Q3 Complaints Report 	<ul style="list-style-type: none"> • Quarterly Report • Quarterly Report 	<ul style="list-style-type: none"> • Clare Wood • Sam Bailey

Appendix A

Meeting Date	Agenda Items	Details and desired outcome	Report Author / Possible Witnesses
7 April 2015			

Budget Working Group – The Committee agreed to set up a Budget Working Group. Terms of reference were agreed by Committee in September 2014.

Joint MKIP Task and Finish Group – Final report due for consideration by (Joint) Committee in January 2015.

Future Items:

- Planning Support Shared Service – Complaints Report - **DATE TBC**
 - An update was requested by Committee, in July 2014, on complaints received. This update was noted by Committee in August 2014
- New Asset Management Plan – Paul Riley / David Tibbit – **DATE TBC**
- The Debt Recovery Policy to include Irrecoverable Business Rates – a suggestion put forward (in July 2014) by the Local Council Tax Discount Scheme Working Group. The Policy is with the Director of Regeneration and Communities for consideration, and a date for their consideration at Committee is to be confirmed

Community, Environment and Housing Overview and Scrutiny Committee – Work Programme 2014-15

Meeting date	Report deadline	Agenda topics	Details and desired outcomes	Report Author and witnesses
17 June 2014		<ul style="list-style-type: none"> • Election of Chair and Vice Chair • Future Work Programme for 2014/15 and SCRAIP updates 		
15 July 2014		<ul style="list-style-type: none"> • Cabinet Member Priorities • Review of Allocations Scheme • Initial reports on: <ul style="list-style-type: none"> ○ Financial Inclusion update ○ Troubled Families Project 		Cllrs Ring and Perry Neil Coles Ellie Kershaw
12 August 2014	30 July 2014	<ul style="list-style-type: none"> • Health and Wellbeing Board <ul style="list-style-type: none"> ○ How is it working for Maidstone? • Adults and Older People Review – the way forward looking at: <ul style="list-style-type: none"> ○ Isolation and Loneliness in Older People 		Interviews with Bob Bowes and Alison Broom
9 September 2014	27 August 2014	<ul style="list-style-type: none"> • Review of the Empty Homes Plan (2013-15) • Update on recommendations from Accessing Mental Health Before the Point of Crisis – including CAHMS 	Update Update on recommendations made by CLS&E OSC 2013-14	Neil Coles Sarah Shearsmith/Sarah Robson
14 October 2014	1 October 2014	<ul style="list-style-type: none"> • Acting as the Crime & Disorder Overview and Scrutiny Committee <ul style="list-style-type: none"> ○ Safer Maidstone Partnership update ○ Street population ○ Road safety update ○ Night time economy – violent crime 	Update on work of SMP Future plans of SMP Witnesses: <ul style="list-style-type: none"> • John Littlemore • Alison Broom, Chair SMP • CI Simon Wilson, V Chair SMP • Steve Horton, Kent Rd Safety Team • Nick Sylvester, KFRS • Insp Jody Gagan-Cook • Sgt Tristan Stevens • Will Myers, Street Outreach • Kim Flain, CRI 	John Littlemore Sarah Robson Invite to go out to Ann Barnes PCC

Appendix A

11 November 2014	29 October 2014	<ul style="list-style-type: none"> Review Loneliness and Isolation in the Over 65s of Maidstone borough 	Interview witnesses to establish where gaps are, what can be provided and make recommendations.	Jo Tonkin, Kent Public Health Louise Hudson, Public Health Sarah Shearsmith/Sarah Robson Janet Greenroyd Community Wardens Paul Coles AgeUK
9 December 2014	26 Nov 2014	<ul style="list-style-type: none"> Maternity Services in the Borough – are they working? <i>Review of Street Cleansing</i> Impact of the Welfare Reforms – initial report – follow up reports if required <i>Update report – Families Matter and Financial Inclusion – report only</i> 	<ul style="list-style-type: none"> Interview witnesses to review Maternity services in the borough since the move of the service to Pembury Hospital 	<p>Ask Bob Bowes to attend</p> <p>Jennifer Shepperd Steve McGinnis to lead Ellie Kershaw</p>
13 January 2015		<ul style="list-style-type: none"> Private Rented Sector Update report Annual refresh of the Health Inequalities Action Plan 	<ul style="list-style-type: none"> Rescheduled from September Committee to see refresh of action plan and then decide if they want to look at a specific part in more detail 	Sarah Robson
10 February 2015		<ul style="list-style-type: none"> MBC Affordable Housing Development programme Update on the second Collective Switching Campaign Update report – Families Matter and Financial Inclusion 		Andrew Connors Ellie Kershaw Ellie Kershaw
10 March 2015		<ul style="list-style-type: none"> <i>Acting as the Crime & Disorder Overview and Scrutiny Committee</i> 	<ul style="list-style-type: none"> Annual Strategic Assessment and rolling plan 	Sarah Robson John Littlemore
14 April 2015		<ul style="list-style-type: none"> <i>Review of MKIP Shared Environmental Health Service</i> <i>Housing Strategy Review</i> <i>Draft report on Loneliness and Isolation in the Over 65 Age Group of the Maidstone Borough</i> 	<ul style="list-style-type: none"> How is it performing one year on? 	John Littlemore/Cllr Ring

Future Items – with dates to be confirmed

- Young Carers

Planning, Transport and Development Overview and Scrutiny Committee Work Programme 2014-15

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Meeting Date	Report Deadline	Agenda Items	Details and desired outcome	Report Author and Witnesses
9 June		Election of Chair and Vice Chair Forward Work Planning Draft results of Local Plan public consultation		
24 June		<ul style="list-style-type: none"> Update on the state of play with the ITS 		Peter Rosevear and Tim Read from KCC possibly attending
22 July		<ul style="list-style-type: none"> Transport review – Cycling witnesses to be invited 		
29 July		<ul style="list-style-type: none"> Workshop with ECD OSC @5:15pm to feed in ideas for the Economic Development Strategy in relation to the Local Plan 		
19 August	6 August	<ul style="list-style-type: none"> Validation and summary of representations from the consultation on local plan Review of strategic housing market assessment 		Rob Jarman Sarah Anderton
16 September	3 September	<ul style="list-style-type: none"> Cabinet Member priorities for 2014-15 Design South East report on the Local Plan consultation events (before the multi-stakeholder workshop) Community Infrastructure Levy – preliminary draft charging schedule Verbal update on Infrastructure Delivery Plan SCRAIP response to 22/7 – 31b to f 		Cllr D Burton Sue Whiteside Darren Bridgett Darren Bridgett
30 September	17 September	<ul style="list-style-type: none"> Transport in Maidstone – alternatives to using a car – BUS SERVICES <i>Green and Blue Infrastructure Strategy – including the Open Space Standards action plan</i> 		Matthew Arnold, Arriva Mike Fitzgerald, EMBG Norman Kemp, NuVenutre Rob Jarman/Sue Whiteside
September		<ul style="list-style-type: none"> Multi-stakeholder meeting 	Date/time to be arranged	Rob Jarman
21 October	8 October	<ul style="list-style-type: none"> Implications arising from a review of the Economic Development Strategy, Qualitative Study on Employment Sites and key employment issues arising from local plan representations Joint meeting with ECD OSC 		Sarah Anderton

Appendix A

Meeting Date	Report deadline	Agenda Items	Details and desired outcome	Report Author and Witnesses
18 November	5 November	<ul style="list-style-type: none"> • Transport in Maidstone – alternatives to using a car – RAIL SERVICES <ul style="list-style-type: none"> ○ Draft Walking and Cycling Report ○ Draft Bus Services Report 		
16 December	3 December	<ul style="list-style-type: none"> • Maidstone Borough Local Plan representations - Development Management Policies • Results of Qualitative Landscape Study • Results of Qualitative Agricultural Land Classification 		Rob Jarman
2015				
20 January	7 January 2015	<ul style="list-style-type: none"> • Local plan site allocations (new and deleted) for further public consultation (regulation 18) including Gypsy and Traveller site allocation • Revisit inclusion of Invicta Barracks in Local Plan • Verbal update on Infrastructure Delivery Plan 		Rob Jarman Darren Bridgett
17 February	4 February	Draft report on review of Transport in Maidstone – alternatives to using a car All three parts (walking and cycling, buses and rail)		
17 March	4 March			
21 April	8 April	Infrastructure Delivery Plan for Local Plan ¹		Rob Jarman

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<p>Keep open for discussion possibly adding to FWP</p> <ul style="list-style-type: none"> • Update on the paperless pilot with parishes for planning support (see minutes of 15/4/14) • Office space – ensuring prime office space doesn't get converted to residential developments • Mobile phone services – eradicate dead zones in the town. Motorways and main trunk roads • Improving the Borough's sewerage provision and infrastructure (relations with Southern Water) • Planning permissions – recommending Planning Committee review the impact of contentious developments • Revisit the discussion on the removal of the Invicta Barracks from the Local Plan

¹ Probably not needed if verbal updates given at Aug and Jan meetings

Economic and Commercial Development OSC – Work Programme 2014/15

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 for Twilight Economy review • Formation of Maidstone Culture and Leisure 	<p>First set of witnesses for Twilight Economy Review.</p>	<ul style="list-style-type: none"> • First witnesses for Twilight Economy Review, as specified in scoping document • Laura Case • Dawn Hudd
25 th November	12 th November	<ul style="list-style-type: none"> • Second set of witnesses for 	<p>Following the update on skills and</p>	<ul style="list-style-type: none"> • Second set of witnesses for

Appendix A

Meeting Date	Agenda Deadline	Agenda Items	Details and Desired Outcomes	Witnesses and Report Authors
		Twilight Economy Review <ul style="list-style-type: none"> • Skills and Employability Update • Commercial projects 	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.	Twilight Economy Review <ul style="list-style-type: none"> • Abi Lewis • Karen Franek • Marcus Lawler
23 rd December	10 th December	Draft Twilight Economy Report ready for sign off by the Committee		
27 th January	14 th January			
24 th February	11 th February			
24 th March	11 th March			
28 th April	15 th April			

Suggestions TBC

Suggestion	Reason
Using the River Medway	This item has been considered by the Scrutiny Coordinating Committee and has agreed that this can be considered by this Committee. The Committee needs to decide whether to take this as an item.
Policy for Discretionary Business Rates Relief	Only if MBC can have an influence on business rates. Meeting with Chair/Vice Chair and relevant Officers will determine whether this is the case. Due in August/September.
South East Local Enterprise Partnership	Only if MBC can have an influence on any of this. Meeting with Chair/Vice Chair and relevant Officers will determine whether this is the case.
Barriers and opportunities for rural business/IT infrastructure in offices (broadband)	These will be considered following scrutiny of the employment implications of the local plan in October.

APPENDIX B:

OVERVIEW AND SCRUTINY COMMITTEES

TERMS OF REFERENCE

Strategic Leadership and Corporate Service Overview and Scrutiny Committee	Planning, Transport and Development Overview and Scrutiny Committee
<p>Leader; and Cabinet Member for Corporate Services</p>	<p>Cabinet Member for Planning, Transport and Development</p>
<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 whether standards of governance and conduct are being achieved • Customer service • Corporate finance including regular budget monitoring • The Capital Programme • 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 member services • Electoral 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 Plan 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

<p align="center">Community, Environment and Housing Overview and Scrutiny Committee</p> <p>Cabinet Member for Community and Leisure Services; & Cabinet Member for Environment and Housing</p>	<p align="center">Economic and Commercial Development Overview and Scrutiny Committee</p> <p>Cabinet Member for Economic and Commercial Development</p>
<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 • 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 • Climate Change 	<ul style="list-style-type: none"> • Economic Development and Regeneration • Commercial Services Development • The Visitor Economy including tourism, the Kent Conference Bureau and Maidstone market. • Capital projects and programmes relevant to the portfolio including regeneration and public realm improvement schemes • Festivals and Events (including activities in parks and other council owned facilities) • Cobtree Golf Course • Leisure activities including sporting and recreational based activities and including services provided via the Maidstone Leisure Centre • Maidstone Culture and Leisure (MCL) including cultural services such as the Hazlitt Arts Centre and Maidstone museums.

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.

Maidstone Borough Council

Scrutiny Coordinating Committee

Monday 24 November 2014

Future Work Programme

Report of: Christian Scade, Senior Corporate Policy Officer

1. Introduction

- 1.1 To consider topics for inclusion in the Scrutiny Coordinating Committee's work programme for the 2014/15 Municipal Year.

2. Recommendation

- 2.1 That the Committee considers its work programme, attached at **Appendix A**, and suggests items for consideration at future meetings, to ensure it is appropriate and covers all issues Members wish to consider within the Committee's remit.

3. Background to recommendation

- 3.1 The Scrutiny Coordinating Committee is a Committee consisting of the Chairmen and Vice Chairmen of the four Overview and Scrutiny Committees. It will 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.
- 3.2 The Committee may wish to consider the support and development it could offer the four Scrutiny Committees at each meeting by structuring its own work programme.

4. Relevant Documents

- 4.1 Appendix A – Future Work Programme

5. Background Papers

- 5.1 None

Scrutiny Coordinating Committee Work Programme (2014/15)

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Meeting Date	Agenda Items	Comments
10 July 2014	<ul style="list-style-type: none"> • Election of Chairman / Vice Chairman • Terms of Reference – Review • Cross Cutting Issues for Review and to note the 2014/15 Review Topics • Draft Scrutiny Annual Report – 2013/14 • FWP and Member Development Needs 	<p>Christian Scade</p> <p>Christian Scade / Tessa Mallett</p> <p>Tessa Mallett</p> <p>Christian Scade</p>
3 October 2014	<ul style="list-style-type: none"> • Audit Committee Work Programme • Review of SCRAIPs from 2014-15 	<p>The terms of reference for the Scrutiny Coordinating Committee includes developing mechanisms for addressing cross cutting issues and preventing duplication. This includes consideration of the Audit Committee’s Work Programme.</p> <p>Audit Committee meet on 14 July to elect a Chairman and Vice Chairman for the 2014/15 municipal year.</p>

Appendix A

	<ul style="list-style-type: none"> • Making Quality Recommendations • Member Development Needs (Update) 	
24 November 2014	<ul style="list-style-type: none"> • Scrutiny Committee Action Implementation Plans (SCRAIPs) • OSC work programmes, including review work • Future Work Programme (FWP) 	<p>Update report – to include all recommendations from 2014/15</p> <p>Updates from each of the Chairs / Vice Chairs</p> <p>To consider items for consideration during 2014/15</p>
TBC	<ul style="list-style-type: none"> • Joint MKIP Task and Finish Group (Update) 	<p>Update report with briefing on evidence already collected and next steps.</p>