

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

**1 July 2011 to
31 October 2011**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan July 2011 - October 2011

INTRODUCTION

This is the Forward Plan which the Leader of the Council is required to prepare. Its purpose is to give advance notice of all the "key decisions" which the Executive is likely to take over the next 4 month period. The Plan will be up-dated monthly.

Each "key decision" is the subject of a separate entry in the Plan. The entries are arranged in date order – i.e. the "key decisions" likely to be taken during the first month of the 4 month period covered by the Plan appear first.

Each entry identifies, for that "key decision" –

- the subject matter of the decision
- a brief explanation of why it will be a "key decision"
- the date on which the decision is due to be taken
- who will be consulted before the decision is taken and the method of the consultation
- how and to whom representations (about the decision) can be made
- what reports/papers are, or will be, available for public inspection
- the wards to be affected by this decision

DEFINITION OF A KEY DECISION

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

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

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WHO MAKES DECISIONS?

The Cabinet collectively makes some of the decisions at a public meeting and individual portfolio holders make decisions following consultation with every member of the Council. In addition, Officers can make key decisions and an entry for each of these will be included in the Forward Plan.

WHO ARE THE CABINET?



Councillor Christopher Garland

Leader of the Council

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Councillor Marion Ring

Cabinet Member for Environment

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Councillor Malcolm Greer

Cabinet Member for Economic Development and Transport (also Deputy Leader)

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Councillor John A Wilson

Cabinet Member for Community and Leisure Services

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Tel: 01622 720989



Councillor Eric Hotson

Cabinet Member for Corporate Services

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HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?

The Council encourages and welcomes anyone wishing to express his or her views about decisions the Cabinet plans to make. This can be done by writing directly to the appropriate Officer or Cabinet Member (the details of which are shown for each decision to be made).

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

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Decision Maker, Date of Decision/Month in which decision will be made and, if delayed, reason for delay:	Title of Report and Brief Summary of Decision to be made:	Consultees and Method:	Contact Officer and deadline for submission of enquiries:	Relevant Documents:
<p>Cabinet</p> <p>Due Date: 13 Jul 2011</p> <p>Original Date: 31 May 2011</p>	<p>Annual Governance Statement</p> <p>To agree the Annual Governance Statement for 2010/11</p>	<p>Management Team Heads of Service Members Internal Communication/report to Management Team</p>	<p>Paul Riley, Head of Finance & Customer Services</p> <p>29 April 2011</p>	<p>Cabinet, Council or Committee Report for Annual Governance Statement - Cabinet</p>
<p>Cabinet</p> <p>Due Date: 13 Jul 2011</p>	<p>Budget Strategy 2012/13 Onwards</p> <p>To give initial consideration to a Budget Strategy for 2012/13 and beyond.</p>	<p>Management Team Heads of Service Members Internal communication/report to Management Team</p>	<p>Paul Riley, Head of Finance & Customer Services</p> <p>Internal communication by 30 June 2011</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards</p>
<p>Cabinet</p> <p>Due Date: 13 Jul 2011</p>	<p>Channel Shift Strategy</p> <p>Strategy outlining how the Council will move customer contacts to more efficient channels.</p>		<p>Paul O'Grady</p> <p>06/07/11</p>	<p>Cabinet, Council or Committee Report for Channel Shift Strategy</p>

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<p>Cabinet</p> <p>Due Date: 13 Jul 2011</p>	<p>Core Strategy 2006-2026: Public Participation Draft</p> <p>The Core Strategy Development Plan Document will set out the spatial vision and strategy for the future development of Maidstone borough to 2026. This is a draft document for public consultation, to seek views on the Council's preferred strategy from local residents, businesses and other interested parties.</p>	<p>Stakeholders, Member workshops, LDDAG and Leisure and Prosperity Overview and Scrutiny Committee</p> <p>Internal and external stakeholder consultations to develop the draft Core Strategy for public consultation. Following consideration of the representations received, a further round of public consultation will be undertaken.</p>	<p>David Edwards, Director of Change, Planning and the Environment</p> <p>10 April 2011</p>	<p>Cabinet, Council or Committee Report for Core Strategy 2006-2026: Public Consultation Draft</p>
<p>Cabinet</p> <p>Due Date: 13 Jul 2011</p>	<p>Housing Strategy 2011-2015</p> <p>To present and gain approval for the new Housing Strategy</p>	<p>Overview & Scrutiny Committee, Cabinet, Housing sounding board, Residents Meetings, internet</p>	<p>Ellie Kershaw</p> <p>31 May 2011</p>	<p>Cabinet, Council or Committee Report for Housing Strategy 2011-20</p>

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<p>Cabinet</p> <p>Due Date: 10 Aug 2011</p>	<p>Tendering Strategy - Waste and recycling contract form 2013</p> <p>This report considers options for the tendering of the new contract for waste and recycling from 2013</p>	<p>Cabinet members</p>	<p>Steve Goulette, Assistant Director of Environment & Regulatory Services</p> <p>Letter e mail</p>	<p>Cabinet, Council or Committee Report for Tendering Strategy - Waste and recycling contract form 2013</p>
<p>Cabinet</p> <p>Due Date: 10 Aug 2011</p>	<p>Review of Neighbourhood Forums</p> <p>To review the future of Neighbourhood Forums following conclusion of the one year pilot scheme.</p>	<p>County, Borough and Parish Members Public Website survey and letters requesting feedback from all Councillors Comment Forms & Q&A undertaken at Forum meetings</p>	<p>Neil Harris, Head of Democratic Services</p> <p>15 July 2011</p>	<p>Cabinet, Council or Committee Report for Review of Neighbourhood Forums</p>
<p>Cabinet</p> <p>Due Date: 14 Sep 2011</p>	<p>ICT Partnership</p> <p>Report detailing the business case for a MKIP ICT shared service/partnership</p>	<p>Staff, Heads of Service, Members Questionnaire</p>	<p>David Lindsay, Head of IT Services</p> <p>31/7/2011</p>	<p>Cabinet, Council or Committee Report for ICT Partnership</p>

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<p>Cabinet</p> <p>Due Date: 14 Sep 2011</p>	<p>Data Quality Policy</p> <p>To agree the revised data quality policy</p>	<p>Members & Unit Managers OSC</p>	<p>Angela Woodhouse, Head of Change and Scrutiny</p> <p>07/062011</p>	<p>Cabinet, Council or Committee Report for Data Quality Policy</p>
<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Jul 2011</p>	<p>Community Development Strategy 2011 to 2016</p> <p>The Community Development Strategy for Maidstone Borough is a key strategic planning and delivery document for the Maidstone borough as set out in the council's new Strategic Plan 2011-2015.</p>	<p>Maidstone Local Strategic Partnership Voluntary Action Maidstone Kent County Council Kent Youth Service Kent Children's Service Arts Council England NHS West Kent Kent Children's Fund Local Network Urban and rural communities within Maidstone Borough Colleagues in other Kent district councils Maidstone Youth Forum Switch Youth Café Draft Report will be made available to councillors and key partners to give their views.</p>	<p>Sarah Robson</p> <p>15/04/2011</p>	<p>Cabinet Member Report for Community Development Strategy 2011 to 2016</p>

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<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Jul 2011</p>	<p>Maidstone Local Bio Diversity Action Plan</p> <p>To approve the above plan</p>	<p>Public On Parks Pages for consultation and MBC consultation portal</p>	<p>Jason Taylor, Parks and Open Spaces Officer</p> <p>25/02/2011</p>	<p>Cabinet Member Report for Maidstone Local Bio Diversity Action Plan</p>