

2018/19 WORK PROGRAMME

Report Title	Committee	Month	Lead	Report Author
Internal Audit Annual Opinion	AGS	Jul-18	Rich Clarke	Rich Clarke
Risk Management Annual Report	AGS	Jul-18	Russell Heggleston	Russell Heggleston & Alison Blake
Audit, Governance & Standards Committee Annual Report	AGS	Jul-18	Russell Heggleston	Russell Heggleston
Final Statement of Accounts 2017/18	AGS	Jul-18	Mark Green	Elle Dunnet
External Audit Fee Letter 2019/20	AGS	Jul-18	Mark Green	Elle Dunnet
Treasury Management Annual Report 2017/18	AGS	Jul-18	Elle Dunnet	John Owen
Annual Governance Statement and Local Code of Corporate Governance	AGS	Jul-18	Angela Woodhouse	Angela Woodhouse
Budget Strategy - Risk Assessment	AGS	Jul-18	Mark Green	Elle Dunnet
Contract Monitoring Update	AGS	Sep-18	Mark Green	Georgia Hawkes
Budget Strategy - Risk Assessment	AGS	Sep-18	Mark Green	Elle Dunnet
COPI Update	AGS	Sep-18	Angela Woodhouse	Angela Woodhouse
External Auditor's Annual Audit Letter 2017/18	AGS	Sep-18	Mark Green	Elle Dunnet
Internal Audit Interim Update	AGS	Nov-18	Rich Clarke	Rich Clarke
Maidstone Property Holdings Governance Arrangements	AGS	Nov-18	Mark Green	Elle Dunnet
External Audit Update Report November 2018	AGS	Nov-18	Mark Green	Elle Dunnet
Treasury Management Mid-Year Review 2018/19	AGS	Nov-18	Mark Green	John Owen
Budget Strategy - Risk Assessment	AGS	Nov-18	Mark Green	Elle Dunnet
Annual Governance Statement Update	AGS	Jan-19	Angela Woodhouse	Angela Woodhouse
Budget Strategy - Risk Assessment	AGS	Jan-19	Mark Green	Elle Dunnet
Treasury Management Strategy 2018/19	AGS	Jan-19	Elle Dunnet	John Owen
Audit & Assurance Plan	AGS	Mar-19	Rich Clarke	Rich Clarke
External Audit Update Report March 2019	AGS	Mar-19	Mark Green	Elle Dunnet
Budget Strategy - Risk Assessment	AGS	Mar-19	Mark Green	Elle Dunnet
External Auditor's Audit Plan 2018/19	AGS	Mar-19	Mark Green	Elle Dunnet
Waste and Recycling Strategy 2018-2023	CHE	Jul-18	Jennifer Shepherd	Elizabeth Hazell
CCG Update - Local GP Provision	CHE	Jul-18	John Littlemore	Anna Collier
Public Toilets in Town Centre	CHE	Jul-18	Jennifer Shepherd	John Edwards
CCTV Update	CHE	Jul-18	John Littlemore	Matt Roberts
Q1 Budget Monitoring 2018/19	CHE	Sep-18	Elle Dunnet	Paul Holland
Q1 Performance Report 2018/19	CHE	Sep-18	Angela Woodhouse	Anna Collier
Crime and Disorder Overview and Scrutiny Committee	CHE	Sep-18	John Littlemore	Matt Roberts
Environmental Services - Commercial developments	CHE	Sep-18	Jennifer Shepherd	Jennifer Shepherd
Homelessness Strategy Review	CHE	Nov-18	John Littlemore	Hannah Gaston
Q2 Budget Monitoring 2018/19	CHE	Nov-18	Elle Dunnet	Paul Holland
Q2 Performance Report 2018/19	CHE	Nov-18	Angela Woodhouse	Anna Collier
Fees & Charges 2019/20	CHE	Jan-19	Mark Green	Elle Dunnet
Medium Term Financial Strategy & Budget Proposals 2019/20	CHE	Jan-19	Mark Green	Elle Dunnet
Waste Contract Review	CHE	Jan-19	Jennifer Shepherd	Jennifer Shepherd
Draft Strategic Plan	CHE	Jan-19	Angela Woodhouse	Angela Woodhouse
Safeguarding Policy Review	CHE	Feb-19	John Littlemore	Matt Roberts
Q3 Budget Monitoring 2018/19	CHE	Feb-19	Elle Dunnet	Paul Holland
Q3 Performance Report 2018/19	CHE	Feb-19	Angela Woodhouse	Anna Collier
Litter Enforcement Review	CHE	Feb-19	Jennifer Shepherd	John Edwards / Jamie Duffy
Crime and Disorder Overview and Scrutiny Committee	CHE	Mar-19	John Littlemore	Matt Roberts
Adoption of the new Homelessness Strategy 2019-2024	CHE	Mar-19	John Littlemore	Hannah Gaston
Environmental Health Annual Report	CHE	Apr-19	John Littlemore	Tracey Beattie
Housing Delivery Partnership	CHE	TBC	William Cornall	
CCG Local Care Hub	CHE	TBC	Alison Bloom	
Procurement Guidelines - Changes to Financial and Contract Standing Orders	Council	Jul-18	Georgia Hawkes	Georgia Hawkes
Medium Term Financial Strategy	Council	Nov-18	Mark Green	Elle Dunnet
Council Tax Reduction Scheme	Council	Dec-18	Sheila Coburn	Sheila Coburn
Get Budget & Council Tax 2019/20	Council	Feb-19	Mark Green	Elle Dunnet
Treasury Management Strategy 2019/20	Council	Feb-19	Elle Dunnet	John Owen
Strategic Plan	Council	Feb-19	Angela Woodhouse	Angela Woodhouse
Community Safety Partnership	Council	Apr-19	John Littlemore	Matt Roberts
Appointment to Sub Committees	Employment	Jul-18	Angela Woodhouse	Caroline Matthews
Workforce Strategy update	Employment	Jul-18	Bal Sandher	Bal Sandher
Mental Health in the Workforce	Employment	Jul-18	Bal Sandher	Bal Sandher
Play Policy	Employment	Jan-19	Bal Sandher	Bal Sandher
Workforce Strategy update	Employment	Jan-19	Bal Sandher	Bal Sandher
Sports Pitches Booking Process	HCL	Jul-18	Dawn Hudd	
Franklin Drive Land Disposal	HCL	Jul-18	Jennifer Shepherd	Andrew Williams
Outside Bodes - Nominations	HCL	Jul-18	Angela Woodhouse	Caroline Matthews
Play Area Grant Scheme Update	HCL	Sep-18	Jennifer Shepherd	Andrew Williams
Cemetery Improvements	HCL	Sep-18	Jennifer Shepherd	Sharon Smith
Q1 Budget Monitoring 2018/19	HCL	Sep-18	Elle Dunnet	Paul Holland
Q1 Performance Report 2018/19	HCL	Sep-18	Angela Woodhouse	Anna Collier
Museums 20 Year Plan Update	HCL	Sep-18	Dawn Hudd	Victoria Barlow
Tourism Destination Management Plan Progress Update	HCL	Nov-18	Dawn Hudd	Laura Dickson
Q2 Budget Monitoring 2018/19	HCL	Nov-18	Elle Dunnet	Paul Holland
Q2 Performance Report 2018/19	HCL	Nov-18	Angela Woodhouse	Anna Collier
Festivals and Events Update	HCL	Nov-18	Dawn Hudd	Laura Dickson
Fees & Charges 2019/20	HCL	Jan-19	Mark Green	Elle Dunnet
Draft Strategic Plan	HCL	Jan-19	Mark Green	Angela Woodhouse
Medium Term Financial Strategy & Budget Proposals 2019/20	HCL	Jan-19	Mark Green	Elle Dunnet
Q3 Budget Monitoring 2018/19	HCL	Feb-19	Elle Dunnet	Paul Holland
Q3 Performance Report 2018/19	HCL	Feb-19	Angela Woodhouse	Anna Collier
Museums Future Governance Options Update	HCL	Mar-19	Dawn Hudd	Victoria Barlow
Biodiversity Action Plan	HCL	Mar-19	Jennifer Shepherd	Andrew Williams
New Market on Jubilee Square	HCL	TBC	Dawn Hudd	Fran Wallis
Discretionary Rate Relief	P&R	Jun-18	Sheila Coburn	Sheila Coburn
Revenue and Capital Outturn 2017/18	P&R	Jun-18	Elle Dunnet	Paul Holland
Q4 Performance Report 2017/18	P&R	Jun-18	Angela Woodhouse	Anna Collier
Medium Term Financial Strategy 2019/20 - 2023/24 - initial scoping and assumptions	P&R	Jun-18	Mark Green	Mark Green
Commercial Investment Strategy	P&R	Sep-18	Mark Green	Lucy Stroud
Outside Bodes - Nominations	P&R	Jun-18	Angela Woodhouse	Caroline Matthews
100% Business Rates Retention Pilot - Update	P&R	Jul-18	Mark Green	Elle Dunnet
Commissioning & Procurement Strategy	P&R	Jul-18	Mark Green	Georgia Hawkes
Universal Credit	P&R	Jul-18	Sheila Coburn	Sheila Coburn
Corporate Planning Timetable	P&R	Jul-18	Angela Woodhouse	Angela Woodhouse
Communication and Engagement Strategy Action Plan 2018/19	P&R	Jul-18	Angela Woodhouse	Angela Woodhouse
King Street Housing Development	P&R	Jul-18	Dawn Hudd	Andrew Connors
Kent Medical Campus Innovation Centre	P&R	Jul-18	Dawn Hudd	Abi Lewis
Maidstone East Update	P&R	Sep-18	Dawn Hudd	John Foster
Q1 Budget Monitoring 2018/19	P&R	Sep-18	Elle Dunnet	Paul Holland
Q1 Performance Report 2018/19	P&R	Sep-18	Angela Woodhouse	Anna Collier
Debt Recovery Policy	P&R	Sep-18	Sheila Coburn	Sheila Coburn
Commissioning and Procurement Strategy	P&R	Sep-18	Georgia Hawkes	Georgia Hawkes
Property Investment Strategy	P&R	Sep-18	Mark Green	Lucy Stroud
Risk Management Update	P&R	Oct-18	Russell Heggleston	Russell Heggleston & Alison Blake
100% Business Rates Retention Pilot - Update	P&R	Oct-18	Mark Green	Elle Dunnet
Medium Term Financial Strategy 2019/20 - 2023/24 - Final	P&R	Oct-18	Mark Green	Mark Green
Council Tax Reduction Scheme	P&R	Oct-18	Sheila Coburn	Sheila Coburn
Q2 Budget Monitoring 2018/19	P&R	Nov-18	Elle Dunnet	Paul Holland
Q2 Performance Report 2018/19	P&R	Nov-18	Angela Woodhouse	Anna Collier
Collection Fund adjustment 2018/19 and Council Tax base 2019/20	P&R	Dec-18	Mark Green	Elle Dunnet
Draft Strategic Plan	P&R	Dec-18	Angela Woodhouse	Angela Woodhouse
Medium Term Financial Strategy & Budget Proposals 2019/20	P&R	Dec-18	Mark Green	Elle Dunnet
King Street Housing Development	P&R	Dec-18	Dawn Hudd	Andrew Connors
100% Business Rates Retention Pilot - Update	P&R	Jan-19	Mark Green	Elle Dunnet
Fees & Charges 2019/20	P&R	Jan-19	Mark Green	Elle Dunnet
Medium Term Financial Strategy - Capital Programme 2019/20 - 2023/24	P&R	Jan-19	Mark Green	Elle Dunnet
Draft Strategic Plan Approval for Council	P&R	Feb-19	Angela Woodhouse	Angela Woodhouse
Q3 Budget Monitoring 2018/19	P&R	Feb-19	Elle Dunnet	Paul Holland
Q3 Performance Report 2018/19	P&R	Feb-19	Angela Woodhouse	Anna Collier
KPIs for 2019-20	P&R	Mar-19	Angela Woodhouse	Angela Woodhouse
Risk Management Update	P&R	Apr-19	Russell Heggleston	Russell Heggleston & Alison Blake
100% Business Rates Retention Pilot - Update	P&R	Apr-19	Mark Green	Elle Dunnet
Kent Medical Campus Innovation Centre	P&R	Apr-19	Dawn Hudd	Abi Lewis
Economic Development Strategy Review	P&R	TBC		
Local Plan Review Scoping and Local Development Scheme	SPS&T	Jul-18	Rob Jarman	Sarah Lee / Mark Egerton/Anna Houghton
Neighbourhood Planning Protocol	SPS&T	Jul-18	Rob Jarman	Sue Whiteside/Mark Egerton
Consideration of Section 42 Regulations	SPS&T	Jul-18	Rob Jarman	Mark Egerton
Draft Sports Facilities and Playing Pitch Strategies	SPS&T	Jul-18	Rob Jarman	Sue Whiteside/Mark Egerton
5 Year Housing Land Supply Update	SPS&T	Jul-18	Rob Jarman	Mark Egerton
Outside Bodes - Nominations	SPS&T	Sep-18	Angela Woodhouse	Caroline Matthews
Q1 Budget Monitoring 2018/19	SPS&T	Sep-18	Elle Dunnet	Paul Holland
Q1 Performance Report 2018/19	SPS&T	Sep-18	Angela Woodhouse	Anna Collier
Draft Sports Facilities and Playing Pitch Strategies following HCL comments	SPS&T	Sep-18	Rob Jarman	Sue Whiteside/Mark Egerton
Maidstone Integrated Transport Package and associated Local Growth Fund Monies update	SPS&T	Sep-18	William Cornall	William Cornall
Maidstone Community Infrastructure Levy Administration and Governance	SPS&T	Sep-18	Rob Jarman	Tay Arnold/Mark Egerton
Maidstone Town Centre Opportunity Areas Report	SPS&T	Sep-18	Rob Jarman	Sarah Anderson/Tay Arnold
Local Enforcement Plan	SPS&T	Sep-18	Rob Jarman	James Bailey
Local Plan Review Vision and Objectives	SPS&T	Oct-18	Rob Jarman	Sarah Lee / Mark Egerton
Statement of Community Involvement Adoption	SPS&T	Oct-18	Rob Jarman	Sue Whiteside/Mark Egerton
Spatial Options - Considerations	SPS&T	Nov-18	Rob Jarman	Mark Egerton
Park And Ride and Alternative Transport Options	SPS&T	Nov-18	Rob Jarman	Tay Arnold/Mark Egerton
Q2 Budget Monitoring 2018/19	SPS&T	Nov-18	Elle Dunnet	Paul Holland
Q2 Performance Report 2018/19	SPS&T	Nov-18	Angela Woodhouse	Anna Collier
Integrated Transport Strategy Delivery	SPS&T	Nov-18	Rob Jarman	Tay Arnold
Authority Monitoring Report Publication	SPS&T	Dec-18	Rob Jarman	Stuart Watson
Local Plan Review Evidence Base and Need	SPS&T	Dec-18	Rob Jarman	Sarah Lee / Mark Egerton
Draft Strategic Plan	SPS&T	Jan-19	Angela Woodhouse	Angela Woodhouse
Fees & Charges 2019/20	SPS&T	Jan-19	Mark Green	Elle Dunnet
Medium Term Financial Strategy & Budget Proposals 2019/20	SPS&T	Jan-19	Mark Green	Elle Dunnet
Sports Facilities and Playing Pitch Strategies Approval	SPS&T	Jan-19	Rob Jarman	Sue Whiteside/Mark Egerton
Local Plan Review Spatial Approach	SPS&T	Jan-19	Rob Jarman	Sarah Lee / Mark Egerton
Q3 Budget Monitoring 2018/19	SPS&T	Feb-19	Elle Dunnet	Paul Holland
Q3 Performance Report 2018/19	SPS&T	Feb-19	Angela Woodhouse	Anna Collier
Neighbourhood Plans Regulatory Consultation Reports	SPS&T	TBC	Rob Jarman	TBC
Duty to Cooperate / Other IPA Key Issues	SPS&T	TBC	Rob Jarman	TBC
Designation of Greensand Ridge an AONB	SPS&T	TBC	Rob Jarman	Mark Egerton
Management Plan for Kent Downs AONB	SPS&T	TBC	Rob Jarman	Mark Egerton
Planning Performance Agreements Review	SPS&T	TBC	Rob Jarman	TBC