

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

**1 September 2011 to
31 December 2011**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan September 2011 - December 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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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: 14 Sep 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>paulriley@maidstone.gov.uk</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: 14 Sep 2011</p> <p>Original Date: 15 Jun 2011</p>	<p>Data Quality Policy</p> <p>To agree the revised data quality policy</p>	<p>Members & Unit Managers, Overview and Scrutiny Committee</p>	<p>Angela Woodhouse, Head of Change and Scrutiny</p> <p>angelawoodhouse@maidstone.gov.uk</p> <p>07/062011</p>	<p>Cabinet, Council or Committee Report for Data Quality Policy</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>davelindsay@maidstone.gov.uk</p> <p>31/7/2011</p>	<p>Cabinet, Council or Committee Report for ICT Partnership</p>

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Decision Maker and Date of Decision/Month in which decision will be made:	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: 21 Dec 2011</p>	<p>Budget Strategy 2012/13 Onwards</p> <p>To agree a draft Council Tax and Budget Strategy for 2012/13 onwards.</p>	<p>Management Team, Heads of Service, Members, Internal - Management Team External - Options as agreed by Cabinet in August 2010</p>	<p>Paul Riley, Head of Finance & Customer Services</p> <p>paulriley@maidstone.gov.uk</p> <p>25 November 2011</p>	<p>Cabinet, Council or Committee Report for Budget Strategy 2012/13 Onwards - Cabinet</p>
<p>Cabinet</p> <p>Due Date: 21 Dec 2011</p>	<p>Council Tax 2012/13 - Collection Fund Adjustments</p> <p>To agree the levels of Collection Fund Adjustment</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>paulriley@maidstone.gov.uk</p> <p>25 November 2011</p>	<p>Cabinet, Council or Committee Report for Council Tax 2012/13 - Collection Fund Adjustments - Cabinet</p>

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Decision Maker and Date of Decision/Month in which decision will be made:	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 Member for Community and Leisure Services</p> <p>Due Date: October 2011</p>	<p>Parish Services Scheme</p> <p>To consider the outcome of the concurrent functions review and agree the new Parish Services Scheme</p>	<p>All Parish Councils. The review began in January 2011 and has had consultation throughout including with parishes and KALC. The main consultation for the report will commence in August with a presentation and question and answer session for all Parish Councils, followed by a formal consultation document on the new scheme which is planned to close on 30 September 2011</p>	<p>Ryan O'Connell</p> <p>ryanoconnell@maidstone.gov.uk</p> <p>30 September 2011</p>	<p>Cabinet Member Report for Parish Services Scheme</p>