

MAIDSTONE BOROUGH COUNCIL

FORWARD PLAN

**1 June 2012 to
30 September 2012**

**Councillor Christopher Garland
Leader of the Council**



Forward Plan June 2012 - September 2012

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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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:
Cabinet Due Date: 13 Jun 2012	Information Strategy Annual review of rolling 3 year strategy	CLT, SLT IT service review meetings, service planning process	David Lindsay, Head of IT Services DaveLindsay@maidstone.gov.uk 31 March 2012	
Cabinet Due Date: 13 Jun 2012	Annual Governance Statement To agree the Annual Governance Statement for 2011/12	Corporate Leadership Team Heads of Service Members Internal communication/report to Corporate Leadership Team	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk 27 April 2012	Cabinet, Council or Committee Report for Annual Governance Statement
Cabinet Due Date: 11 Jul 2012	Budget Strategy 2013-14 Onwards To give initial consideration to a Budget Strategy for 2013/14 and beyond.	Corporate Leadership Team Heads of Service Members Internal communication/report to Corporate Leadership Team	Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk 28 June 2012	Cabinet, Council or Committee Report for Budget Strategy 2013/14 Onwards

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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 Planning, Transport and Development</p> <p>Due Date: 29 Jun 2012</p>	<p>Formation of Building Consultancy</p> <p>To form an arms length Building Consultancy service to complement the existing Building Surveying service</p>	<p>CLT Legal consultation Customers Through customer service requests Legal consultation</p>	<p>David Harrison davidharrison@maidstone.gov.uk</p> <p>01 June 2012</p>	<p>Cabinet Member Report for Formation of Building Consultancy</p>