



# LIST OF FORTHCOMING DECISIONS

Democratic Services Team

E: [democraticservices@maidstone.gov.uk](mailto:democraticservices@maidstone.gov.uk)

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# **List of Forthcoming Decisions**

## **INTRODUCTION**

This document sets out the decisions to be taken by the Executive and various Committees of Maidstone Borough Council on a rolling basis. This document will be published as updated with new decisions required to be made.

## **KEY DECISIONS**

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.

At Maidstone Borough Council, decisions which we regard as “Key Decisions” because they are likely to have a “significant” effect either in financial terms or on the community include:

- (1) Decisions about expenditure or savings which equal or are more than £250,000.
- (2) Budget reports.
- (3) Policy framework reports.
- (4) Adoption of new policies plans, strategies or changes to established policies, plans or strategies.
- (5) Approval of portfolio plans.
- (6) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether Borough-wide or in a particular locality.
- (7) Changes in fees and charges.
- (8) Proposals relating to changes in staff structure affecting more than one section.

Each entry identifies, for that “key decision” –

- the decision maker
- the date on which the decision is due to be taken
- the subject matter of the decision and a brief summary
- the reason it is a key decision
- to whom representations (about the decision) can be made

## **List of Forthcoming Decisions**

- whether the decision will be taken in public or private
- what reports/papers are, or will be, available for public inspection

### **EXECUTIVE DECISIONS**

The Cabinet collectively makes its decisions at a meeting and individual portfolio holders make decisions independently. In addition, Officers can make key decisions and an entry for each of these will be included in this list.

### **DECISIONS WHICH THE CABINET INTENDS TO MAKE IN PRIVATE**

The Cabinet hereby gives notice that it intends to meet in private after its public meeting to consider reports and/or appendices which contain exempt information under Part 1 of Schedule 12A to the Local Government Act 1972 (as amended). The private meeting of the Cabinet is open only to Members of the Cabinet, other Councillors and Council officers.

Reports and/or appendices to decisions which the Cabinet will take at its private meeting are indicated in the list below, with the reasons for the decision being made in private. Any person is able to make representations to the Cabinet if he/she believes the decision should instead be made in the public Cabinet meeting. If you want to make such representations, please email [committeeservices@maidstone.gov.uk](mailto:committeeservices@maidstone.gov.uk). You will then be sent a response in reply to your representations. Both your representations and the Executive's response will be published on the Council's website at least 5 working days before the Cabinet meeting.

### **ACCESS TO CABINET REPORTS**

Reports to be considered at the Cabinet's public meeting will be available on the Council's website ([www.maidstone.gov.uk](http://www.maidstone.gov.uk)) a minimum of 5 working days before the meeting.

### **HOW CAN I CONTRIBUTE TO THE DECISION-MAKING PROCESS?**

The Council actively encourages people to express their views on decisions it plans to make. This can be done by writing directly to the appropriate Officer or Cabinet Member (details of whom are shown in the list below).

Alternatively, the Cabinet are contactable via our website ([www.maidstone.gov.uk](http://www.maidstone.gov.uk)) 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.

## List of Forthcoming Decisions

### WHO ARE THE CABINET?



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**Councillor Christopher Garland**

Leader of the Council

[christophergarland@maidstone.gov.uk](mailto:christophergarland@maidstone.gov.uk)

Tel: 07903 113571



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**Councillor Stephen Paine**

Cabinet Member for Planning, Transport and Development

[stephenpaine@maidstone.gov.uk](mailto:stephenpaine@maidstone.gov.uk)

Tel: 07906 271325



**Councillor Malcolm Greer**

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

[malcolmgreer@maidstone.gov.uk](mailto:malcolmgreer@maidstone.gov.uk)

Tel: 01634 862876



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**Councillor Marion Ring**

Cabinet Member for Environment

[marionring@maidstone.gov.uk](mailto:marionring@maidstone.gov.uk)

Tel: 01622 686492



**Councillor Brian Moss**

Cabinet Member for Corporate Services

[brianmoss@maidstone.gov.uk](mailto:brianmoss@maidstone.gov.uk)

Tel: 01622 761998



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**Councillor John A Wilson**

Cabinet Member for Community and Leisure Services

[johnawilson@maidstone.gov.uk](mailto:johnawilson@maidstone.gov.uk)

Tel: 01622 720989

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Decision Maker and Date of When Decision is Due to be Made:	Title of Report and Brief Summary:	Key Decision and reason (if applicable):	Contact Officer:	Public or Private (if Private the reason why)	Documents to be submitted (other relevant documents may be submitted)
<b>Cabinet</b>  Due Date: Wednesday 11 Jun 2014	Annual Performance Report  2013/14 Performance out-turns for KPIs and updates on Strategic Actions		Angela Woodhouse, Head of Policy and Communications <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Annual Performance Report
<b>Cabinet</b>  Due Date: Wednesday 11 Jun 2014	Accommodation Project (SCRAIP)  Cabinet to consider the recommendations arising from 6 May SLCS OSC meeting.		Christian Scade <a href="mailto:christianscade@maidstone.gov.uk">christianscade@maidstone.gov.uk</a>	Public	Accommodation Project (SCRAIP)
<b>Cabinet</b>  Due Date: Wednesday 11 Jun 2014	Business Rates Reoccupation Relief  To seek approval for a local scheme to implement Business Rates reoccupation relief.		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Business Rates Reoccupation Relief

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<b>Cabinet Member for Corporate Services</b>  Due Date: Thursday 12 Jun 2014	Discretionary Housing Payment  Future policy for the award of discretionary housing payments.		Stephen McGinnes <a href="mailto:stephenmcginnes@maidstone.gov.uk">stephenmcginnes@maidstone.gov.uk</a>	Public	Discretionary Housing Payment
<b>Cabinet Member for Corporate Services</b>  Due Date: Thursday 12 Jun 2014	Council Tax, Business Rates and Housing Benefits Overpayments write offs  Approval of write offs for irrecoverable debts of Council Tax, Business Rates and Housing Benefit Overpayments		Sheila Coburn <a href="mailto:sheilacoburn@maidstone.gov.uk">sheilacoburn@maidstone.gov.uk</a>	Public	Council Tax, Business Rates and Housing Benefits Overpayments write offs

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<b>Cabinet Member for Corporate Services</b>  Due Date: Thursday 12 Jun 2014	Bankruptcy Policy for Council Tax and Business Rates Debt  The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.	KEY Reason: Policies, Plans, Strategies	Sheila Coburn <a href="mailto:sheilacoburn@maidstone.gov.uk">sheilacoburn@maidstone.gov.uk</a>	Public	Bankruptcy Policy for Council Tax and Business Rates Debt
<b>Leader of the Council</b>  Due Date: Friday 13 Jun 2014	Data Quality Policy Review 2013  Review of council's data quality policy	KEY Reason: Changes to established policies	Clare Wood <a href="mailto:clarewood@maidstone.gov.uk">clarewood@maidstone.gov.uk</a>	Public	Data Quality Policy Review 2013 Data Quality Policy Review 2013

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<b>Cabinet Member for Planning, Transport and Development</b>  Due Date: Friday 20 Jun 2014	Coxheath Neighbourhood Plan  Coxheath Parish Council's neighbourhood plan has been published by MBC for formal public consultation in accordance with Reg.16 of the Neighbourhood Planning Regulations 2012.	KEY Reason: Affects more than 1 ward	Rob Jarman, Head of Planning and Development <a href="mailto:Robjarman@maidstone.gov.uk">Robjarman@maidstone.gov.uk</a>	Public	Coxheath Neighbourhood Plan
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: Friday 20 Jun 2014	Maidstone Health Inequalities Action Plan  Action plan detailing work to reduce health inequalities in the Borough	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Maidstone Health Inequalities Action Plan Maidstone Health Inequalities Action Plan Enc. 1 for Maidstone Health Inequalities Action Plan



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<b>Cabinet Member for Economic and Commercial Development</b>  Due Date: Friday 20 Jun 2014	Maidstone Museums' Collections Development Policy 2013 - 2018  To consider the approval of a revised Collections Development Policy for the Council's museums	KEY Reason: Policies, Plans, Strategies	Dawn Hudd <a href="mailto:dawnhudd@maidstone.gov.uk">dawnhudd@maidstone.gov.uk</a>	Public	Maidstone Museums' Collections Development Policy 2013-2018 Maidstone Museums' Collections Development Policy 2013-2018
<b>Cabinet Member for Community and Leisure Services</b>  Due Date: Friday 20 Jun 2014	Homelessness Strategy 2014-19  Adoption of a new Homelessness Strategy.	KEY Reason: Affects more than 1 ward	John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Homelessness Review - January 2014 Homelessness Strategy 2014-19 Appendix 1: Draft Homelessness Strategy 2014-19
<b>Cabinet Member for Corporate Services</b>  Due Date: Friday 20 Jun 2014	Lease of Giddyhorn Lane Tennis Courts  Lease renewal to Maidstone Lawn Tennis Club of the tennis courts at Giddyhorn Lane Playing Fields		Lucy Stroud <a href="mailto:lucystroud@maidstone.gov.uk">lucystroud@maidstone.gov.uk</a>	Private because of commercially sensitive information.	Lease of Giddyhorn Lane Tennis Courts

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<b>Cabinet Member for Community and Leisure Services</b>  Due Date: Friday 27 Jun 2014	New Code of Practice on the use of surveillance cameras  Overview of New Code of Practice and the impact on Maidstone CCTV service provided by Medway Council CCTV Partnership.		John Littlemore, Head of Housing & Community Services <a href="mailto:johnlittlemore@maidstone.gov.uk">johnlittlemore@maidstone.gov.uk</a>	Public	Cabinet Report New Code of Practice on the use of surveillance cameras
<b>Cabinet</b>  Due Date: Wednesday 9 Jul 2014	Budget Strategy 2015 16 Onwards  To give initial consideration to a Budget Strategy for 2015 16 and beyond.	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2015 16 Onwards
<b>Cabinet</b>  Due Date: Wednesday 9 Jul 2014	Annual Governance Statement  To agree the Annual Governance Statement for 2013/14	KEY Reason: Policy Framework Document	Angela Woodhouse, Head of Policy and Communications <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Annual Governance Statement

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<b>Cabinet</b>  Due Date: Wednesday 9 Jul 2014	Local Code of Corporate Governance  To consider and approve an amended Local Code of Corporate Governance.		Angela Woodhouse, Head of Policy and Communications <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Local Code of Corporate Governance
<b>Cabinet</b>  Due Date: Wednesday 9 Jul 2014	Maidstone Enterprise Hub  Consideration of financing options	KEY Reason: Expenditure > £250,000	Karen Franek <a href="mailto:karenfrank@maidstone.gov.uk">karenfrank@maidstone.gov.uk</a>	Public	Maidstone Enterprise Hub
<b>Audit Committee</b>  Due Date: Monday 14 Jul 2014	Statement of Accounts 2013/14  Draft Statement 2013/14		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Statement of Accounts 2013/14
<b>Audit Committee</b>  Due Date: Monday 14 Jul 2014	External Audit Fee 2014/15  External Audit Fee 2014/15		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	External Audit Fee 2014/15

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<b>Audit Committee</b>  Due Date: Monday 14 Jul 2014	Treasury Management Performance 2014 15  This report sets out the activities of the Treasury Management function for the 2014 15 financial year.		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Performance 2014 15
<b>Audit Committee</b>  Due Date: Monday 14 Jul 2014	Local Code of Corporate Governance  To consider and approve an amended Local Code of Corporate Governance.		Angela Woodhouse, Head of Policy and Communications <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Local Code of Corporate Governance
<b>Audit Committee</b>  Due Date: Monday 14 Jul 2014	Annual Governance Statement  To consider the draft Annual Governance Statement for 2013/14		Angela Woodhouse, Head of Policy and Communications <a href="mailto:angelawoodhouse@maidstone.gov.uk">angelawoodhouse@maidstone.gov.uk</a>	Public	Annual Governance Statement

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<b>Cabinet</b>  Due Date: Wednesday 13 Aug 2014	Budget Monitoring - 1st Quarter 2014/15  Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring - 1st Quarter 2014/15
<b>Audit Committee</b>  Due Date: Monday 15 Sep 2014	External Auditor's Audit Findings Report 2013/14  External Auditor's Audit Findings Report 2013/14		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	External Auditor's Audit Findings Report 2013/14
<b>Cabinet</b>  Due Date: Wednesday 12 Nov 2014	Budget Monitoring 2nd Quarter 2014/15  Revenue and Capital budget monitoring update		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring 2nd Quarter 2014/15
<b>Cabinet</b>  Due Date: Wednesday 12 Nov 2014	Council Tax 2015 16 Collection Fund Adjustments  To agree the levels of Collection Fund adjustment	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Council Tax 2015 16 Collection Fund Adjustments

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<b>Cabinet</b>  Due Date: Wednesday 12 Nov 2014	Council Tax Tax Base 2015 16  To advise Members of the information currently available on the Tax Base for 2015 16 for Council Tax purposes.		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Council Tax Tax Base 2015 16
<b>Audit Committee</b>  Due Date: Monday 24 Nov 2014	Treasury Management Strategy Mid Year Performance 2014 15  This report sets out the activities of the Treasury Management Function for 2014 15 financial year in accordance with CIPFA's Code of Practice on Treasury Management issued in November 2009.		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy Mid Year Performance 2014 15

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<b>Audit Committee</b>  Due Date: Monday 24 Nov 2014	Treasury Management Strategy 2015 16  To consider future Treasury Management Strategy for 2015 16		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy 2015 16
<b>Cabinet</b>  Due Date: Wednesday 17 Dec 2014	Budget Strategy 2015 16 Onwards  To agree a draft Council Tax and Budget Strategy for 2015 16 Onwards	KEY Reason: Budget Reports	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2015 16 Onwards

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<b>Cabinet</b>  Due Date: Wednesday 17 Dec 2014	Budget Strategy 2015 16 Fees & Charges  To consider the appropriate level of fees and charges for 2015 16 for services where the Council raises income by charging the user of a service and where the setting of the fee to be charged is discretionary. The Council has adopted a policy on the setting of fees and charges to ensure that a rational approach is used that takes account of all factors and creates a result that supports the priorities set out in the strategic plan.	KEY Reason: Fees & Charges	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2015 16 Fees & Charges



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<b>Cabinet</b>  Due Date: Wednesday 11 Feb 2015	Budget Strategy 2015 16 Onwards  Agree proposed General Fund revenue and capital estimates for 2015 16 and revised figures for 2014 15 in accordance with the Budget Strategy and Medium Term Financial and Capital Strategies and Projections, and the consequent level of Council Tax for submission to Council.	KEY Reason: Expenditure > £250,000	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Strategy 2015 16 Onwards
<b>Cabinet</b>  Due Date: Wednesday 11 Feb 2015	Budget Monitoring 3rd Quarter 2014/15  Revenue and capital budget monitoring update		Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Budget Monitoring 3rd Quarter 2014/15

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<b>Cabinet</b>  Due Date: Wednesday 11 Feb 2015	Treasury Management Strategy 2015 16  Review Treasury Management for 2014 15 and consider future Treasury Management Strategy for 2015 16. This will include Prudential Borrowing limits and a proposed Approved Investment Strategy. These matters will be submitted to Council.	KEY Reason: Expenditure > £250,000	Paul Riley, Head of Finance & Customer Services <a href="mailto:paulriley@maidstone.gov.uk">paulriley@maidstone.gov.uk</a>	Public	Treasury Management Strategy 2015 16