



LIST OF FORTHCOMING DECISIONS

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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

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- 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. 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) 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) 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 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)
General Purposes Group Due Date: Tuesday 9 Sep 2014	Nominations to Outside Bodies To consider nominations received for Outside Bodies		Caroline Matthews carolinematthews@maidstone.gov.uk	public	Nominations to Outside Bodies
Cabinet Due Date: Wednesday 10 Sep 2014	Strategic Housing Market Assessment Update report seeking agreement to the key findings of the SHMA update	KEY Reason: Policies, Plans, Strategies	Sarah Anderton, Principal Planning Officer (Spatial Policy) sarahanderton@maidstone.gov.uk	public	Strategic Housing Market Assessment Update
Cabinet Due Date: Wednesday 10 Sep 2014	Corporate Planning Timetable report to set out the timetable for the development of the Strategic Plan and MTFS for 2015 onwards		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	public	Corporate Planning Timetable

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Cabinet Due Date: Wednesday 10 Sep 2014	Key Performance Indicator Monitoring Quarter 1 Key Performance Indicator Monitoring Quarter 1		Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk	public	Key Performance Indicator Monitoring Quarter 1
Cabinet Due Date: Wednesday 10 Sep 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 paulriley@maidstone.gov.uk	public	Budget Strategy 2015 16 Onwards
Leader of the Council Due Date: Friday 12 Sep 2014	Irrecoverable Business Rates To consider the outstanding business rates debts that have been identified for write off.	KEY Reason: Expenditure > £250,000	Stephen McGinnes stephenmcginnes@maidstone.gov.uk	public	Irrecoverable Business Rates Appendix A - Irrecoverable Business Rates

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Audit Committee 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 paulriley@maidstone.gov.uk	public	External Auditor's Audit Findings Report 2013/14
Cabinet Member for Corporate Services Due Date: Friday 26 Sep 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 lucystroud@maidstone.gov.uk	Private because of commercially sensitive information.	Lease of Giddyhorn Lane Tennis Courts

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<p>Cabinet Member for Community and Leisure Services</p> <p>Due Date: Before Saturday 27 Sep 2014</p>	<p>Maidstone Play Strategy - A Strategy for Outdoor Equipped Play Areas 2014-2024</p> <p>To consider the adoption of the Maidstone Play Strategy – A Strategy for Outdoor Equipped Play Areas 2014-2024 and the actions within the document</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Jason Taylor, Parks and Leisure Manager jasontaylor@maidstone.gov.uk</p>	<p>public</p>	<p>Maidstone Play Strategy - A Strategy for Outdoor Equipped Play Areas 2014-2024</p>
<p>Cobtree Manor Estate Charity Committee</p> <p>Due Date: Friday 3 Oct 2014</p>	<p>Accounts 2013/14</p> <p>Cobtree Manor Trust Accounts 2013/14</p>		<p>Jason Taylor, Parks and Leisure Manager jasontaylor@maidstone.gov.uk</p>	<p>public</p>	<p>Accounts 2013/14</p>
<p>Cobtree Manor Estate Charity Committee</p> <p>Due Date: Friday 3 Oct 2014</p>	<p>Cobtree Visitor Centre</p> <p>A report into the final design and contractor appointment for the construction of the visitor centre at Cobtree Manor Park</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Joanna Joyce joannajoyce@maidstone.gov.uk</p>	<p>public with an exempt appendix</p>	<p>Cobtree Visitor Centre Cobtree Visitor Centre</p>

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Cobtree Manor Estate Charity Committee Due Date: Friday 3 Oct 2014	Cobtree Estate Progress Report An update on work across the Cobtree Estate		Joanna Joyce joannajoyce@maidstone.gov.uk	public	Cobtree Estate Progress Report_Background Document Cobtree Estate Progress Report
Cobtree Manor Estate Charity Committee Due Date: Friday 3 Oct 2014	Cobtree Manor Park Visitor Centre An Appendix setting out the tenders for the running of the visitor centre.		Joanna Joyce joannajoyce@maidstone.gov.uk	Private as it contains commercially sensitive information.	Cobtree Manor Park Visitor Centre
Cabinet Due Date: Wednesday 8 Oct 2014	Discretionary Housing Payment Future policy for the award of discretionary housing payments.		Stephen McGinnes stephenmcginnes@maidstone.gov.uk	public	Discretionary Housing Payment Appendix A - DHP Policy Appendix B - Equality Impact Assessment

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<p>Cabinet</p> <p>Due Date: Wednesday 8 Oct 2014</p>	<p>Customer Service Improvement Strategy 2013-16: Progress and 2014/15 refresh</p> <p>To consider the progress made on implementing the Customer Service Improvement Strategy in 2013/14 and the refresh of the Strategy for 2014/15.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Georgia Hawkes, Head of Business Improvement georgiahawkes@maidstone.gov.uk</p>	<p>public</p>	<p>Customer Service Improvement Strategy 2013-16 Channel Shift Strategy 2011 Customer Service Improvement Strategy 2013-16: Progress and 2014/15 refresh</p>
<p>Cabinet</p> <p>Due Date: Wednesday 8 Oct 2014</p>	<p>Maidstone Enterprise Hub</p> <p>Consideration of financing options</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Karen Franek karenfrank@maidstone.gov.uk</p>	<p>public</p>	<p>Maidstone Enterprise Hub</p>
<p>Cabinet</p> <p>Due Date: Wednesday 12 Nov 2014</p>	<p>Budget Monitoring 2nd Quarter 2014/15</p> <p>Revenue and Capital budget monitoring update</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>public</p>	<p>Budget Monitoring 2nd Quarter 2014/15</p>

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<p>Cabinet</p> <p>Due Date: Wednesday 12 Nov 2014</p>	<p>Council Tax 2015 16 Collection Fund Adjustments</p> <p>To agree the levels of Collection Fund adjustment</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>public</p>	<p>Council Tax 2015 16 Collection Fund Adjustments</p>
<p>Cabinet</p> <p>Due Date: Wednesday 12 Nov 2014</p>	<p>Council Tax Tax Base 2015 16</p> <p>To advise Members of the information currently available on the Tax Base for 2015 16 for Council Tax purposes.</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>public</p>	<p>Council Tax Tax Base 2015 16</p>

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Audit Committee 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 paulriley@maidstone.gov.uk	public	Treasury Management Strategy Mid Year Performance 2014 15
Audit Committee 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 paulriley@maidstone.gov.uk	public	Treasury Management Strategy 2015 16

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<p>Cabinet Member for Corporate Services</p> <p>Due Date: Friday 28 Nov 2014</p>	<p>Bankruptcy Policy for Council Tax and Business Rates Debt</p> <p>The approach to be adopted by the council in collecting unpaid council tax and business rates through the use of bankruptcy proceedings.</p>	<p>KEY Reason: Policies, Plans, Strategies</p>	<p>Stephen McGinnes stephenmcginnes@maidstone.gov.uk</p>	<p>public</p>	<p>Bankruptcy Policy for Council Tax and Business Rates Debt</p>
<p>Cabinet</p> <p>Due Date: Wednesday 17 Dec 2014</p>	<p>Budget Strategy 2015 16 Onwards</p> <p>To agree a draft Council Tax and Budget Strategy for 2015 16 Onwards</p>	<p>KEY Reason: Budget Reports</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>public</p>	<p>Budget Strategy 2015 16 Onwards</p>

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<p>Cabinet</p> <p>Due Date: Wednesday 17 Dec 2014</p>	<p>Budget Strategy 2015 16 Fees & Charges</p> <p>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.</p>	<p>KEY Reason: Fees & Charges</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>public</p>	<p>Budget Strategy 2015 16 Fees & Charges</p>

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<p>Cabinet</p> <p>Due Date: Wednesday 11 Feb 2015</p>	<p>Budget Strategy 2015 16 Onwards</p> <p>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.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>public</p>	<p>Budget Strategy 2015 16 Onwards</p>
<p>Cabinet</p> <p>Due Date: Wednesday 11 Feb 2015</p>	<p>Budget Monitoring 3rd Quarter 2014/15</p> <p>Revenue and capital budget monitoring update</p>		<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>public</p>	<p>Budget Monitoring 3rd Quarter 2014/15</p>

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<p>Cabinet</p> <p>Due Date: Wednesday 11 Feb 2015</p>	<p>Treasury Management Strategy 2015 16</p> <p>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.</p>	<p>KEY Reason: Expenditure > £250,000</p>	<p>Paul Riley, Head of Finance & Customer Services paulriley@maidstone.gov.uk</p>	<p>public</p>	<p>Treasury Management Strategy 2015 16</p>
<p>Council</p> <p>Due Date: Wednesday 25 Feb 2015</p>	<p>Strategic Plan 2015/2020</p> <p>This document sets out what the council wants to achieve and how it will be achieved.</p>	<p>KEY Reason: Policy Framework Document</p>	<p>Angela Woodhouse, Head of Policy and Communications angelawoodhouse@maidstone.gov.uk</p>	<p>public</p>	<p>Strategic Plan 2015/2020</p>