



FORWARD PLAN OF DECISIONS

3 October 2011 - 30 March 2012

This Edition of the Forward Plan Supersedes ALL Previous Editions

A handwritten signature in black ink, appearing to read "Paul Carter", is centered on the page.

Leader of the County Council - Paul Carter
Published by Democratic Services

This Forward Plan lists “Key Decisions” which Kent County Council intends to take over the next six months. It gives information on the projects that will be coming forward and who will be involved with them. The Plan also contains reference to other proposed decisions, which although not Key Decisions are nonetheless significant in terms of their outcomes.

Please use the contact details given to let us know your views.

FORWARD PLAN OF DECISIONS

Each month the Council publishes a Forward Plan of Decisions expected to be taken during the following six months.

A “Key Decision” is an Executive-side Decision which is likely to:

- (a) result in the council incurring expenditure which is, or the making of savings which are, significant having regard to the council’s budget for the service or function to which the decision relates; or
- (b) be significant in terms of its effects on communities living or working in an area comprising two or more electoral divisions in the area of the local authority.

Key Decisions can only be taken by the Cabinet, the Leader or an individual Cabinet Member.

Decisions which should be regarded as Key Decisions because they are likely to have a significant effect either in financial terms or on the Council’s services to the community include:

- (a) Decisions about expenditure or savings over £1,000,000 which are not provided for within the approved budget or Medium Term Financial Plan
- (b) Adoption of major new policies not already included in the Policy Framework (Constitution Appendix 3) or changes to established policies
- (c) Approval of management and business plans
- (d) Decisions that involve significant service developments, significant service reductions, or significant changes in the way that services are delivered, whether County-wide or in a particular locality. For example, closure of a school, approval of a major project (such as a highway scheme) or programme of works, major changes in the eligibility criteria for provision of a service, major changes in the fees charged for a service, or proposals that would result in a service currently provided in-house being outsourced.
- (e) Decisions where the consequences are likely to result in compulsory redundancies or major changes in the terms and conditions of employment of a significant number of employees in any of the Council’s functions.

Preparation of the Forward Plan helps the Council to programme its work and ensures compliance with the Local Government Act 2000. Every month, the period covered by the Plan will be rolled forward by one month and the plan will be republished.

The Plan outlines the consultation that is proposed in respect of future decisions and who members of the public and the Council should contact to make comments on any particular item. Anyone is entitled to obtain copies of the documents that will be relied upon when a decision is taken, unless those documents are ‘Exempt’ within the meaning of the relevant sections of the Local Government Act 1972 (as amended).

Reports related to decisions will be published on the Council’s web site at www.kent.gov.uk at least five days before the decision it is due to be taken. Once the decision has been taken, a copy of the Record of Decision will also be published on the Council’s website.

Paper copies will be made available by contacting Andrew Ballard (telephone 01622 694297 or email andrew.ballard@kent.gov.uk).

The Kent County Council Cabinet Members are:	
Mr Paul Carter	Leader of the Council
Mr Alex King	Deputy Leader of the Council
Mr Roger Gough	Cabinet Member for Business Strategy, Performance & Health Reform
Mr John Simmonds	Cabinet Member for Finance & Business Support
Mr Graham Gibbens	Cabinet Member for Adult Social Care & Public Health
Mr Bryan Sweetland	Cabinet Member for Environment, Highways & Waste
Mr Kevin Lynes	Cabinet Member for Regeneration & Enterprise
Mr M Whiting	Cabinet Member for Education, Learning & Skills
Mr Mike Hill	Cabinet Member for Communities, Customer Services & Improvement
Mrs Jenny Whittle	Cabinet Member for Specialist Children's Services -

All Members can be contacted by writing to Kent County Council, Sessions House, County Hall, Maidstone, Kent, ME14 1XQ or by email via the Council's website.

FORWARD PLAN SUMMARY

Summary of all forthcoming executive decisions in month order

Month			
Date	Subject Matter	Decision Maker	Page No.
OCTOBER BY CABINET			
October 2011	Duke of York Academy - Approval to submit Outline Business Case 10/01481	Cabinet	1
Between October 2011 and November 2011	Special Educational Needs (SEN) Strategy and Policy Paper	Cabinet	2
October 2011	Batch 2 Academies - approval to submit the Outline Business Case to Partnerships for Schools/DCSF for the Christchurch Academy and proceed through the New Project Approval Process - 10/01482	Cabinet	3
October 2011	Batch 2 Academies - approval to submit the Outline Business Case to Partnerships for Schools/DEF for the St Augustine's (Astor of Hever) Academy and proceed through the New Project Approval Process	Cabinet	5
October 2011	Batch 2 Academies - approval to submit the Outline Business Case to Partnerships for Schools/DCSF for the John Wallis Church of England Academy and proceed through the New Project Approval Process - 10/01483	Cabinet	6
October 2011	Treasury Strategy - 11/01748	Cabinet	8
October 2011	Development of a new model and structure for Children's Social Services - 11/01687	Cabinet	9
October 2011	Further Delegation of Funding to Schools	Cabinet	10
OCTOBER	BY INDIVIDUAL CABINET MEMBER		
October 2011	Procurement of a Domiciliary Care Service - 11/01702	Cabinet Member for Adult Social Care & Public Health	12
October 2011	Carers Services - 11/01700	Cabinet Member for Adult Social Care & Public Health	13
Not before	Advocacy Services for People with a Learning Disability, Older People and	Cabinet Member for Adult Social	15

September 2011	People with Physical and Sensory Disabilities	Care & Public Health	
October 2011	Personal Health Budget Programme Section 75	Cabinet Member for Adult Social Care & Public Health	16
Between October 2011 and November 2011	Thanet Learning Disability Day Services - 11/01704	Cabinet Member for Adult Social Care & Public Health	18
October 2011	Provision of replacement ASD unit at Joy Lane Primary, Whitstable and new speech and language unit at Sittingbourne Community College - 10/01605	Cabinet Member for Education, Learning & Skills	19
October 2011	Provision of replacement ASD unit at Cage Green Primary and replacement speech and language unit at West Malling Primary - 10/01603	Cabinet Member for Education, Learning & Skills	21
Between October 2011 and November 2011	Proposal to close Linden Grove Primary School and replace it with a primary provision in the Ashford Academy; and to relocate the Ray Allen Centre to new facilities within the locality - 10/01467	Cabinet Member for Education, Learning & Skills	22
October 2011	Preliminary Flood Risk Assessment	Cabinet Member for Environment, Highways and Waste	24
Between October 2011 and November 2011	Gravesham Borough Core Strategy and Development Management Policies (interim consultation) - 11/01660	Cabinet Member for Environment, Highways and Waste	25
Between October 2011 and November 2011	Maidstone Borough Core Strategy Preferred Option - 11/01663	Cabinet Member for Environment, Highways and Waste	27
Between October 2011 and November 2011	Tunbridge Wells Core Strategy Review : Regulation 27 Submission	Cabinet Member for Environment, Highways and Waste	28
October 2011	Cyclopark – future operational management arrangements - 11/01718	Cabinet Member for Environment, Highways and Waste	29
October 2011	Mid Kent Waste Project - 11/01717	Cabinet Member for Environment, Highways and Waste	31

October 2011	Procurement of a Disabled Children's Services County Framework Contract - 10/01585	Cabinet Member for Specialist Children's Services	32
October 2011	Commissioning of Early Intervention and Prevention Services - 11/01705	Cabinet Member for Specialist Children's Services	34
Between November 2011 and December 2011	Review of Philbeach Day Centre for Older People, Hythe - 11/01738	Cabinet Member for Adult Social Care & Public Health	35
December 2011	Vision for Kent 2011-2021	County Council	37
December 2011	Reducing Accommodation Expenditure on Unaccompanied Asylum Seeking Children (UASC) Care Leavers 18+ - 11/01684	Cabinet	38
December 2012	Kent Minerals and Waste Development Framework documents:-	Cabinet	40
December 2011	Excellent Homes for All	Cabinet	42
December 2011	Community Support Service - 11/01703	Cabinet Member for Adult Social Care & Public Health	43
Between December 2011 and January 2012	Riverside Day Service, Tonbridge - 11/01722	Cabinet Member for Adult Social Care & Public Health	45
Between December 2011 and January 2012	Mental Health Community Support Services	Cabinet Member for Adult Social Care & Public Health	46
December 2011	Transformation of Kent Youth Service - 11/01698	Cabinet Member for Customer & Communities	48
Between December 2011 and January 2012	Swale Borough Core Strategy Preferred Strategy and Supporting Development Options - 11/01662	Cabinet Member for Environment, Highways and Waste	49
January 2012	Customer Services Strategy	Cabinet Member for Customer &	51

		Communities	
Between February 2012 and March 2012	Shepway Learning Disability Day Services - 11/01747	Cabinet Member for Adult Social Care & Public Health	52
September 2011	Award Of 'Highways Maintenance Works 2011-12 Contract - 11/01665	Cabinet Member for Environment, Highways and Waste	53
September 2011	Inclusive Design & Place-making Technical Appendix - 10/01526	Cabinet Member for Environment, Highways and Waste	55

Responsible Cabinet Member - Cabinet

Reference No: 10/01481

Key Yes

Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.

Title:

Duke of York Academy - Approval to submit Outline Business Case 10/01481

The Decision needed:

Duke of York Academy – Approval to submit Outline Business Case to Partnerships for Schools/DEF and commence Procurement from the National Framework to select a Contractor to deliver the Academy works

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet

Date:

October 2011

Reason if Key Decision

Significant service developments, reduction, changes in delivery³

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

Informing Only

Who and when?

N/A

Who is it necessary to consult?

N/A

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

Yes – CFE POSC Learning & Development

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

<p>Yes, Medium Term Plan</p> <p>Closing date for consultation/receiving comments: N/A</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Rebecca Spore, Head of PFI/PPP Email, rebecca.spore@kent.gov.uk</p> <p>Support documents Affordability sections Exempt</p>

<p>Responsible Cabinet Member - Cabinet</p> <p>Reference No: N/a</p> <p>Key No</p>
<p>Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Special Educational Needs (SEN) Strategy and Policy Paper</p> <p>The Decision needed:</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet</p> <p>Date: Between October 2011 and November 2011</p> <p>Reason if Key Decision N/a</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – Who is to be consulted, how and when, including relevant scrutiny councillors</p>
<p>Consultees</p>

<p>Informing Only No</p> <p>Who is it necessary to consult? Schools, parents, carers and interested professionals</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? N/A</p> <p>Closing date for consultation/receiving comments: TBC</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Colin Feltham - Head of Additional Educational Needs 01622 695729 - Email: colin.feltham@kent.gov.uk</p> <p>Support documents None.</p>

<p>Responsible Cabinet Member - Cabinet</p> <p>Reference No: 10/01482</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Batch 2 Academies - approval to submit the Outline Business Case to Partnerships for Schools/DCSF for the Christchurch Academy and proceed through the New Project Approval Process - 10/01482</p> <p>The Decision needed: Batch 2 Academies - seeks approval to submit the Outline Business Case to Partnerships for Schools/DFE for the Christchurch Academy and proceed through the New Project Approval Process</p>

Section 2 – Who is taking the final decision and when
<p>Who is taking the Decision Cabinet</p> <p>Date: October 2011</p> <p>Reason if Key Decision Significant service developments, reduction, changes in delivery³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors
<p>Consultees</p> <p>Informing Only Who and when? N/A</p> <p>Who is it necessary to consult? N/A</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: Yes – CFE POSC Learning & Development</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes, Medium Term Plan</p> <p>Closing date for consultation/receiving comments: N/A</p>
Section 4 – Responsible Officer – Who to contact for more information.
<p>Your name, Your Service, Your phone number and email address: Rebecca Spore, Head of PFI/PPP Email rebecca.spore@kent.gov.uk</p> <p>Support documents Affordability sections Exempt</p>

<p>Responsible Cabinet Member - Cabinet</p> <p>Reference No: N/a</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Batch 2 Academies - approval to submit the Outline Business Case to Partnerships for Schools/DEF for the St Augustine’s (Astor of Hever) Academy and proceed through the New Project Approval Process</p> <p>The Decision needed: Batch 2 Academies - approval to submit the Outline Business Case to Partnerships for Schools/DEF for the St Augustine’s (Astor of Hever) and proceed through the New Project Approval Process</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet</p> <p>Date: October 2011</p> <p>Reason if Key Decision Significant service developments, reduction, changes in delivery³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only Who and when? N/A</p> <p>Who is it necessary to consult? N/A</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: Yes – CFE POSC Learning & Development</p>

<p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes, Medium Term Plan</p> <p>Closing date for consultation/receiving comments: N/A</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Rebecca Spore- Director of Property and Infrastructure Support Email - Rebecca.spore@kent.gov.uk</p> <p>Support documents Affordability sections Exempt</p>

<p>Responsible Cabinet Member - Cabinet</p> <p>Reference No: 10/01483</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Batch 2 Academies - approval to submit the Outline Business Case to Partnerships for Schools/DCSF for the John Wallis Church of England Academy and proceed through the New Project Approval Process - 10/01483</p> <p>The Decision needed: Batch 2 Academies - approval to submit the Outline Business Case to Partnerships for Schools/DEF for the John Wallis Church of England Academy and proceed through the New Project Approval Process</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet</p> <p>Date: October 2011</p> <p>Reason if Key Decision</p>

<p>Significant service developments, reduction, changes in delivery³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only Who and when? N/A</p> <p>Who is it necessary to consult? N/A</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: Yes – CFE POSC Learning & Development</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes, Medium Term Plan</p> <p>Closing date for consultation/receiving comments: N/A</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Rebecca Spore, Head of PFI/PPP Email Rebecca.spore@kent.gov.uk</p> <p>Support documents Affordability sections Exempt</p>

<p>Responsible Cabinet Member - Cabinet</p> <p>Reference No: 11/01748</p> <p>Key No</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Treasury Strategy - 11/01748</p> <p>The Decision needed: To agree an update to the Treasury Strategy</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet</p> <p>Date: October 2011</p> <p>Reason if Key Decision The Treasury Strategy is approved annually and sets out the approved limits and institutions with which KCC can invest short term deposits³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only Who and when? N/A</p> <p>Who is it necessary to consult? N/A</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: Discussed with Treasury Advisory Group</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes</p> <p>Closing date for consultation/receiving comments: N/A</p>

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Nick Vickers, Head of Financial Services, 01622694603,
nick.vickers@kent.gov.uk

Support documents

None.

Responsible Cabinet Member - Cabinet

Reference No: 11/01687

Key Yes

Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.

Title:

Development of a new model and structure for Children's Social Services - 11/01687

The Decision needed:

To approve a new model and structure for Children's Social Services.

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet

Date:

October 2011

Reason if Key Decision

Creation of a new structure for the operational management of the service which will impact on a large number of staff.3

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

<p>Informing Only N/A</p> <p>Who is it necessary to consult? Staff will be consulted through the usual processes, and partner agencies will also be involved in the development of the new structure.</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Delivering the Improvement Plan – <i>Putting Children First</i> – is a top priority within the Business Plan, and the Improvement Plan is specific about needing to change the structure of Specialist Children’s Services to make it fit for purpose in the future.</p> <p>Closing date for consultation/receiving comments: N/A</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Alastair Pettigrew Interim Director of Specialist Children’s Services Families and Social Care Tel: 01622 221573 - Email: alastair.pettigrew@kent.gov.uk</p> <p>Support documents Putting Children First – Kent’s Improvement Plan</p>

<p>Responsible Cabinet Member - Cabinet</p> <p>Reference No: 11/01739</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Further Delegation of Funding to Schools</p>

<p>The Decision needed: Following Consultation which function and budgets will be delegated to Schools</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet</p> <p>Date: October 2011</p> <p>Reason if Key Decision Significant service developments, reduction, changes in delivery³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only N/A</p> <p>Who is it necessary to consult? Schools, Governors, Members</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: Yes</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes</p> <p>Closing date for consultation/receiving comments: 31 July 2011</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Keith Abbott Director of School Resources Education, Learning and Skills Keith.abbott@kent.gov.uk</p> <p>Support documents None.</p>

<p>Responsible Cabinet Member - Cabinet Member for Adult Social Care & Public Health</p> <p>Reference No: 11/01702</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Procurement of a Domiciliary Care Service - 11/01702</p> <p>The Decision needed: The Cabinet Member is asked to agree:</p> <ul style="list-style-type: none"> a) to changing the basis on which these contracts are currently let; b) to grant delegated authority to the Interim Corporate Director – Families and Social Care (or other nominated officer) to agree the detailed arrangements including awarding of contracts.
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Adult Social Care & Public Health</p> <p>Date: October 2011</p> <p>Reason if Key Decision Contract values currently estimated at £53m, county wide service to estimated 8000 service users. Potential change in service delivery.³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only Corporate Director of Finance and Procurement Director of Law and Governance</p> <p>Who is it necessary to consult? Potential providers</p>

<p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes</p> <p>Closing date for consultation/receiving comments: End of August 2011</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Cathi Sacco - Director of Strategic Commissioning (Interim) Tel: 07725759693 -cathi.sacco@kent.gov.uk</p> <p>Support documents None.</p>

<p>Responsible Cabinet Member - Cabinet Member for Adult Social Care & Public Health</p> <p>Reference No: 11/01700</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Carers Services - 11/01700</p> <p>The Decision needed: The Cabinet Member is asked to agree: a) to changing the basis on which these services are currently funded; b) to grant delegated authority to the Interim Corporate Director – Families and Social Care (or other nominated officer) to agree the detailed arrangements including awarding of contracts.</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Adult Social Care & Public Health</p>

<p>Date: October 2011</p> <p>Reason if Key Decision Currently approx £4m pa is spent on adult carers services via various grant agreements. The Grant agreements have been extended until 31 March 2012 in order to develop the commissioning strategy and procurement plan. Services will be procured via contracts in future.3</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only Corporate Director of Finance and Procurement Director of Law and Governance</p> <p>Who is it necessary to consult? Potential providers</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? No</p> <p>Closing date for consultation/receiving comments: July 2011</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Carol Infanti, Strategic Commissioning OP/PD Tel: 03003336350 - carol.infanti@kent.gov.uk</p> <p>Support documents None.</p>

<p>Responsible Cabinet Member - Cabinet Member for Adult Social Care & Public Health</p> <p>Reference No: 11/01723</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Advocacy Services for People with a Learning Disability, Older People and People with Physical and Sensory Disabilities</p> <p>The Decision needed: The Cabinet Member is asked to agree: a) to changing the basis on which these services are currently funded; b) to grant delegated authority to the Interim Corporate Director – Families and Social Care (or other nominated officer) to agree the detailed arrangements including awarding of contracts.</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Adult Social Care & Public Health</p> <p>Date: Not before September 2011</p> <p>Reason if Key Decision It is proposed to change spend from grants to contracts and strategically align the services. The current value of these services is approx. £450k per year. It is expected to be three year contract(s).3</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only Corporate Director of Finance and Procurement Director of Law and Governance</p> <p>Who is it necessary to consult? N/A</p> <p>Has the matter already been discussed by a Policy, Overview and</p>

Scrutiny Committee?:

No

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

No

Closing date for consultation/receiving comments:

N/A

Section 4 – Responsible Officer – Who to contact for more information.**Your name, Your Service, Your phone number and email address:**

Learning Disability Service

Dee Watson – Valuing People Now Development Manager

Tel: 01622 696625

Dee.watson@kent.gov.uk

OP/PD Service

Carol Infanti – Strategic Commissioner OP/PD

Tel: 0300 333 6350

Carol.infanti@kent.gov.uk

Support documents

11 01723 Report

Responsible Cabinet Member - Cabinet Member for Adult Social Care & Public Health

Reference No: 11/01737

Key Yes

Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**Title:**

Personal Health Budget Programme Section 75

The Decision needed:

The Cabinet Member is asked to:

- a) give authority to proceed with the Personal Health Budget Programme
- b) grant delegated authority to the Interim Corporate Director – Families and Social Care (or other nominated officer) to approve the Section 75.

Section 2 – Who is taking the final decision and when**Who is taking the Decision**

Cabinet Member for Adult Social Care & Public Health

Date:

October 2011

Reason if Key Decision

There is currently a Section 75 in place for the personal health budget programme in NHS Eastern and Coastal Kent. However this has been amended to reflect the changes within the PCT. The personal health budget programme has been a success to date and therefore the scope will now cover West Kent. The areas of focus will be: Continuing Health Care, Long Term Conditions and Mental Health.3

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors**Consultees****Consultees****Informing Only**

Who and when?

N/A

Who is it necessary to consult?

N/A

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

No

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

No

Closing date for consultation/receiving comments:

N/A

Section 4 – Responsible Officer – Who to contact for more information.**Your name, Your Service, Your phone number and email address:**

Georgina Walton - Project Manager

Personal Health Budgets Project

Tel: 07872418167 - georgina.walton@kent.gov.uk

Support documents

None.

Responsible Cabinet Member - Cabinet Member for Adult Social Care & Public Health

Reference No: 11/01704

Key Yes

Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.

Title:
Thanet Learning Disability Day Services - 11/01704

The Decision needed:
Approval for a new service model for people with a learning disability in Thanet

Section 2 – Who is taking the final decision and when

Who is taking the Decision
Cabinet Member for Adult Social Care & Public Health

Date:
Between October 2011 and November 2011

Reason if Key Decision
The need to modernise services and respond to changing demand.³

Reason if this decision has been delayed/withdrawn from a previous plan
N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

Informing Only
MPs, KCC Members, District and Parish Councillors.

Who is it necessary to consult?
Service users, family carers, professional carers, staff, trade unions, other key stakeholders have been consulted with over recent months and a formal

programme for consultation is in place for the sixteen week consultation period that will commence on 7 June 2011.

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

No

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Yes. Medium Term Capital Programme under the Good Day Programme.

Closing date for consultation/receiving comments:

27 September 2011.

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Paula Watson, Project Manager, The Good Day Programme

07850908284 paula.watson@kent.gov.uk

Support documents

Valuing People Now, Our Health Our Care Our Say, KCC's Active Lives for Adults, Bold Steps for Kent, Better Days for People with Learning Disabilities.

Responsible Cabinet Member - Cabinet Member for Education, Learning & Skills

Reference No: 10/01605

Key No

Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.

Title:

Provision of replacement ASD unit at Joy Lane Primary, Whitstable and new speech and language unit at Sittingbourne Community College - 10/01605

The Decision needed:

Section 2 – Who is taking the final decision and when
<p>Who is taking the Decision Cabinet Member for Education, Learning & Skills</p> <p>Date: October 2011</p> <p>Reason if Key Decision N/a</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
Section 3 – Who is to be consulted, how and when, including relevant scrutiny councillors
<p>Consultees</p> <p>Informing Only</p> <p>Who is it necessary to consult? N/A</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: Yes</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes</p> <p>Closing date for consultation/receiving comments: N/A</p>
Section 4 – Responsible Officer – Who to contact for more information.
<p>Your name, Your Service, Your phone number and email address: Bruce MacQuarrie -bruce.macquarrie@kent.gov.uk</p> <p>Support documents None.</p>

<p>Responsible Cabinet Member - Cabinet Member for Education, Learning & Skills</p> <p>Reference No: 10/01603</p> <p>Key No</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Provision of replacement ASD unit at Cage Green Primary and replacement speech and language unit at West Malling Primary - 10/01603</p> <p>The Decision needed:</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Education, Learning & Skills</p> <p>Date: October 2011</p> <p>Reason if Key Decision N/a</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – Who is to be consulted, how and when, including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only Yes</p> <p>Who is it necessary to consult? N/A</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: Yes</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes</p> <p>Closing date for consultation/receiving comments:</p>

N/A

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Bruce Macquarrie - Head Of Capital And Infrastructure Support
bruce.macquarrie@kent.gov.uk

Support documents

None.

Responsible Cabinet Member - Cabinet Member for Education, Learning & Skills

Reference No: 10/01467

Key Yes

Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.

Title:

Proposal to close Linden Grove Primary School and replace it with a primary provision in the Ashford Academy; and to relocate the Ray Allen Centre to new facilities within the locality - 10/01467

The Decision needed:

To issue a public notice to close Linden Grove Primary School and replace it with a primary provision in the Ashford Academy; and to relocate the Ray Allen Centre to new facilities within the locality.

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet Member for Education, Learning & Skills

Date:

Between October 2011 and November 2011

Reason if Key Decision

Significant service developments, reduction, changes in delivery³

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

Informing Only

Who and when?

N/A

Who is it necessary to consult?

MP, Local Members, Local Councils, Parents, Staff, Pupils, Professional Associations and Diocesan Boards of Education.

Consultation will be carried out in accordance with KCC policy and The School Organisation (Establishment and Discontinuance of Schools) Regulations 2007.

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

No. The proposal will be discussed by the School Organisation Advisory Board on 14 July 2010 seeking permission to consult on the proposal and returned to the School Organisation Advisory Board in June 2011 to discuss the outcome of the consultation

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Medium Term Capital Programme

Closing date for consultation/receiving comments:

To be confirmed

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

David Adams, Area Education Officer

Email david.adams@kent.gov.uk

Support documents

None.

<p>Responsible Cabinet Member - Cabinet Member for Environment, Highways and Waste</p> <p>Reference No: 11/01696</p> <p>Key No</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Preliminary Flood Risk Assessment</p> <p>The Decision needed: The Cabinet need to sign off the Preliminary Flood Risk Assessment. Completion of the assessment by summer 2011 is required by the Flood Risk Regulations (2009). It identifies areas of significant flood risk, which are determined by criteria laid down by Defra. For any areas identified as significant risk, we are bound by the Flood Risk Regulations to complete further work over the next three years including further mapping and assessment and development of a management plan for the flood risk.</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Environment, Highways and Waste</p> <p>Date: October 2011</p> <p>Reason if Key Decision This decision is not regarded as key as whilst the assessment covers the whole of the county it does not at this stage set policy or action for how we will manage flood risk – it is purely information on the level of risk for the county. However the assessment is significant and therefore requires sign off from Cabinet as it is the basis on which flood risk management will be based in coming years. The subsequent policy and strategy which results from this assessment will be a key decision and will therefore be brought to Cabinet in the future.³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only: The assessment will be submitted to the Environment Agency, who is collating Preliminary Flood Risk Assessments from across the region and submitting to Defra.</p>

Who is it necessary to consult?

There is no official consultation and no requirement to consult. The findings of the assessment have been verified with districts.

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?

The requirements of the assessment were discussed at EHW POSC 4th November. The Preliminary Flood Risk Assessment will be submitted to the E&E POSC on 5th July. The Preliminary Flood Risk Assessment has been overseen by the KCC Flood Risk Management Committee who have requested that the assessment be signed off by POSC and Cabinet.

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

In Business Plan.

Closing date for consultation/receiving comments:

n/a

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Elizabeth Milne, Flood Risk and Natural Environment, P&E, E&E
01622 221487- elizabeth.milne@kent.gov.uk

Support documents

The Preliminary Flood Risk Assessment and a covering paper will be provided for the POSC and Cabinet meetings.

Responsible Cabinet Member - Cabinet Member for Environment, Highways and Waste

Reference No: 11/01660

Key No

Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.

Title:

Gravesham Borough Core Strategy and Development Management Policies (interim consultation) - 11/01660

<p>The Decision needed: Cabinet Member to authorise the County Council's response to consultation.</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Environment, Highways and Waste</p> <p>Date: Between October 2011 and November 2011</p> <p>Reason if Key Decision Not applicable³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Who is it necessary to consult? Relevant KCC officers, Cabinet Members and the Leader of the Borough Council will be consulted on KCC's draft response. Local KCC Members may also be consulted</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee? No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes</p> <p>Closing date for consultation/receiving comments: See Section 2 above. Internal comments need 4 weeks before consultation closes</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Liz Shier -E&E Planning and Environment 01622 221505 -Liz.shier@kent.gov.uk</p> <p>Support documents "Gravesham Borough Core Strategy and Development Management Policies (interim consultation)" is not yet available</p>

<p>Responsible Cabinet Member - Cabinet Member for Environment, Highways and Waste</p> <p>Reference No: 11/01663</p> <p>Key No</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Maidstone Borough Core Strategy Preferred Option - 11/01663</p> <p>The Decision needed: Cabinet Member to authorise the County Council’s response to consultation</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Environment, Highways and Waste</p> <p>Date: Between October 2011 and November 2011</p> <p>Reason if Key Decision Not applicable.3</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Who is it necessary to consult? Relevant KCC officers, Cabinet Members and the Leader of the Borough Council will be consulted on KCC’s draft response. Local KCC Members may also be consulted</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee? No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme?</p>

<p>Yes</p> <p>Closing date for consultation/receiving comments: See Section 2 above. Internal comments needed 4 weeks before consultation closes.</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Julian Dipper- E&E Planning and Environment 01622 221607 - julian.dipper@kent.gov.uk</p> <p>Support documents “Maidstone Borough Core Strategy Preferred Option” is not yet available</p>

<p>Responsible Cabinet Member - Cabinet Member for Environment, Highways and Waste</p> <p>Reference No: 11/01736</p> <p>Key No</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Tunbridge Wells Core Strategy Review : Regulation 27 Submission</p> <p>The Decision needed: Cabinet Member decision to authorise the County Council’s response to consultation.</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Environment, Highways and Waste</p> <p>Date: Between October 2011 and November 2011</p> <p>Reason if Key Decision N/a3</p> <p>Reason if this decision has been delayed/withdrawn from a previous</p>

<p>plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Who is it necessary to consult? Relevant KCC officers, Cabinet Members and the Leader of the Borough Council will be consulted on KCC's draft response. Local KCC Members will be consulted</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee? No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes</p> <p>Closing date for consultation/receiving comments: See Section 2 above. Internal comments needed 4 weeks before consultation closes</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Liz Shier- E&E Planning and Environment 01622 221505, Liz.shier@kent.gov.uk</p> <p>Support documents Tunbridge Wells Core Strategy Review : Issues” is not yet available</p>

<p>Responsible Cabinet Member - Cabinet Member for Environment, Highways and Waste</p> <p>Reference No: 11/01718</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Cyclopark – future operational management arrangements -</p>

11/01718

The Decision needed:

Either

a) Following a procurement process, to approve the appointment of an operator,

Or in the event that a suitable operator cannot be found,

b) approve the operation of Cyclopark by an independent company already created by the County Council, to include setting-up costs

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet Member for Environment, Highways and Waste

Date:

October 2011

Reason if Key Decision

Significant issue involving an investment of over £2.2m of County Council funds³

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

Who is it necessary to consult?

Local Members, funding partners

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?

No

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Yes. A2 Cyclopark

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Val Hyland,, Regeneration Project, 01622 221373, val.hyland@kent.gov.uk

Support documents

None.

<p>Responsible Cabinet Member - Cabinet Member for Environment, Highways and Waste</p> <p>Reference No: 11/01717</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Mid Kent Waste Project - 11/01717</p> <p>The Decision needed: Approval to proceed with the Mid Kent Waste Project and authority to enter into such legal agreements as may be necessary with Ashford Borough Council, Maidstone Borough Council and Swale Borough Council</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Environment, Highways and Waste</p> <p>Date: October 2011</p> <p>Reason if Key Decision This decision relates to the Mid Kent Waste Project developed with Ashford, Maidstone and Swale Borough Council’s. The aim to deliver enhanced waste services in the most cost effective manner to the Kent council tax payer for the period up to 2020 through collaboration between Ashford Borough Council, Maidstone Borough Council and Swale Borough Council’s</p> <p>This decision to agree the detailed arrangements is being taken in parallel in all four councils and will be exempt due to the commercial sensitivity of the operational and financial detail.</p> <p>3</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only: Who and when?</p>

<p>Local members</p> <p>Who is it necessary to consult? N/A</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes</p> <p>Closing date for consultation/receiving comments: N/A</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Caroline Arnold, Waste Management, tel: 01622 605986 email: caroline.arnold@kent.gov.uk</p> <p>Support documents None.</p>

<p>Responsible Cabinet Member - Cabinet Member for Specialist Children's Services</p> <p>Reference No: 10/01585</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Procurement of a Disabled Children's Services County Framework Contract - 10/01585</p> <p>The Decision needed:</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Specialist Children's Services</p>

Date:

October 2011

Reason if Key Decision

Affects more than 1 Electoral Division

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – Who is to be consulted, how and when, including relevant scrutiny councillors**Consultees****Informing Only**

N/A

Who is it necessary to consult?

Expressions of interest have been sought via the South East Business Portal

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

No

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Yes

Closing date for consultation/receiving comments:

5 October 2010

Section 4 – Responsible Officer – Who to contact for more information.**Your name, Your Service, Your phone number and email address:**

Liz Totman, Head Of Specialist Services
liz.totman@kent.gov.uk

Support documents

None.

<p>Responsible Cabinet Member - Cabinet Member for Specialist Children's Services</p> <p>Reference No: 11/01705</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Commissioning of Early Intervention and Prevention Services - 11/01705</p> <p>The Decision needed: The Cabinet Member is asked to: a) give approval to the process for commissioning services; b) grant delegated authority to the Interim Corporate Director – Families and Social Care (or other nominated officer) to approve the award of contracts following the mini-competition stage in September 2011.</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Specialist Children's Services</p> <p>Date: October 2011</p> <p>Reason if Key Decision We will be establishing a multiple supplier framework to commission early intervention and prevention services for Kent’s children, young people and families. Providers will be required to take part in a competitive tendering process in order to be included on the framework. If the tender is successful, providers will be invited to bid for any further work delivering early intervention and prevention services with KCC through a mini competition process.</p> <p>Along with many other Local Authorities, we already use framework contracts in other areas of KCC. These changes to the commissioning process will make it fairer, less bureaucratic and more transparent for providers while supplying commissioners with an improved choice of service models.</p> <p>3</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p>

<p>Informing Only N/A</p> <p>Who is it necessary to consult? Expressions of interest have been sought via the South East Business Portal.</p> <p>We will be working with Voluntary and Community Sector organisations over the coming months to offer providers support and advice at every stage of the process.</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes, Business Plan</p> <p>Closing date for consultation/receiving comments: N/A</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Helen Jones, Head of Commissioning, Strategic Commissioning Families and Social Care Tel 01622-696682 e-mail Helen.jones@kent.gov.uk</p> <p>Support documents None.</p>

<p>Responsible Cabinet Member - Cabinet Member for Adult Social Care & Public Health</p> <p>Reference No: 11/01738</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Review of Philbeach Day Centre for Older People, Hythe - 11/01738</p>

The Decision needed:

Approval to decommission and re-provide day service for older people.

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet Member for Adult Social Care & Public Health

Date:

Between November 2011 and December 2011

Reason if Key Decision

Service is not fit for purpose nor value for money.³

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

Consultees

Informing Only

MPs, KCC Members, District and Parish Councillors. August 2011.

Who is it necessary to consult?

Service users, family / carers, staff.

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

No

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Yes

Closing date for consultation/receiving comments:

November 2011

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Mary Silvertown - Head of Service Ashford & Shepway OPPD

Mary.Silvertown@kent.gov.uk - 01233 205738

Support documents

None.

Responsible Cabinet Member - County Council

Reference No: N/a

Key Yes

Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.**Title:****Vision for Kent 2011-2021****The Decision needed:**

To approve Vision for Kent 2011-2021 - Kent's partnership strategy. Kent Forum is the owner of Vision for Kent, but is not a decision-making body, and the Policy Framework states that the strategy must be approved by County Council.

Section 2 – Who is taking the final decision and when**Who is taking the Decision**

County Council

Date:

December 2011

Reason if Key Decision

Vision for Kent is included on the Policy Framework as a strategy that needs to be approved through County Council.³

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors**Consultees****Informing Only**

Who and when?

N/A

Who is it necessary to consult?

A wide consultation will be conducted, targeting public sector partners, representatives from the voluntary and private sectors, Parish Councils and members of the public. Every KCC Member will receive a letter telling them

about the consultation and inviting them to respond.

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

The draft of Vision for Kent 2011-2021 is going to Scrutiny Board on 13 July to feed into the consultation

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Yes it is referred to in the Kent Forum Team Business Plan

Closing date for consultation/receiving comments:

22 August 2011

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Jenny Dixon, Kent Forum Team, Business Strategy

01622 694122 - Jenny.dixon@kent.gov.uk

Graeme Brown, Kent Forum Team, Business Strategy

01622 696070 - Graeme.brown@kent.gov.uk

Support documents

Draft Vision for Kent 2011-2021 is available if required.

Responsible Cabinet Member - Cabinet

Reference No: 11/01684

Key Yes

Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.

Title:

Reducing Accommodation Expenditure on Unaccompanied Asylum Seeking Children (UASC) Care Leavers 18+ - 11/01684

The Decision needed:

To agree the award of contracts to accommodation services providers

Section 2 – Who is taking the final decision and when

Who is taking the Decision

<p>Cabinet</p> <p>Date: December 2011</p> <p>Reason if Key Decision Significant service development, reduction or changes in delivery³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan Decision delayed to allow sufficient time for evaluation prior to seeking approval on awarding contracts</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only Yes – informing and involving Accommodation Service Users, Providers of Social Care</p> <p>Who is it necessary to consult? N/A</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? N/A</p> <p>Closing date for consultation/receiving comments: N/A</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Nuala Scannell - Development & Planning Manager Tel: 01622 605286, Email: nuala.scannell@kent.gov.uk</p> <p>Support documents None.</p>

<p>Responsible Cabinet Member - Cabinet</p> <p>Reference No: 11/01719</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Kent Minerals and Waste Development Framework documents:-</p> <p>The Decision needed:</p> <ul style="list-style-type: none"> • Core Strategy at ‘Pre-submission’ stage; • Mineral Sites Plan at ‘Preferred Options’ stage; and • Waste Sites Plan at ‘Preferred Options’ stage. <p>Cabinet will be asked to give their endorsement to these draft consultation documents, so that the statutory stakeholder consultations can commence in December 2011 or January 2012.</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet</p> <p>Date: December 2012</p> <p>Reason if Key Decision When adopted the Kent MWDF plans will have a significant effect on the communities living and working in all the districts of Kent. They will identify specific sites and preferred areas for the future mineral extraction and waste management uses. They will also establish the policy basis for the determination of all future planning applications for minerals and waste proposals up to the end of 20303</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only: Not applicable</p> <p>Who is it necessary to consult? the draft MWDF documents will first be received and agreed by the Information Member Group (IMG) which steers the formation of the MWDF</p>

plans. The cross party IMG is chaired by David Brazier. The draft MWDF consultation documents will then be taken to EH&W POSC on 22 November 2011.

All of the stakeholders listed in the MWDF 'Statement of Community Involvement' will be included into his important consultation stage.

These include industry, landowners, district councils, parish and town councils, environment organisations and representatives of hard to reach groups, as well as individuals who are resisted with the MWDF team as having interested commenting upon the plan making process. The consultation documents will be posted on the MWDF part of the KCC website and consultation responses are welcomed from any interested person or organisation.

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?

Yes the current consultation documents (at 'Options' stage for the Sites Plans and at 'Strategy and Policy Directions' stage for the Core Strategy) were referred to EHW POSC on 8th April 2011.

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Yes in the Business Plan

Closing date for consultation/receiving comments:

6 weeks (minimum) after the commencement of the consultation.

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Lillian Harrison - Minerals & Waste Planning Policy Manager
01622 221602

Support documents

None.

<p>Responsible Cabinet Member - Cabinet</p> <p>Reference No: N/a</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Excellent Homes for All</p> <p>The Decision needed: The Cabinet is required to approve;</p> <ul style="list-style-type: none"> • The submission of the Final Business case for the Excellent Homes for All PFI Project to the Homes and Communities Agency; • Delegated authority to the Project Director for Excellent Homes for All Project (or other nominated officer), in consultation with the Cabinet Member for Adult Services and Public Health, to sign the contract documentation including the Project Agreement to enable it to become operational; • The use of the designated sites for the project; • Delegated authority to the Project Director for Excellent Homes for All Project (or other nominated officer), in consultation with the Cabinet Member for Adult Social Care and Public Health, to sign the Back to Back Agreement sharing the risks and benefits of the project with the District Council partners.
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet</p> <p>Date: December 2011</p> <p>Reason if Key Decision In order for the project to secure £75 million PFI credits from Central Government for the Excellent Homes for All PFI project, the Cabinet must approve the submission of the Final Business Case and the signing of the Project Agreement and associated documents, and the Back to Back Agreement.³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only Corporate Director of Finance and Procurement Director of Property and Infrastructure Support</p>

Adult Services and Public Health Policy Overview and Scrutiny Committee
Director of Law and Governance

Who is it necessary to consult?

Cabinet Member for Adult Social Care and Public Health
Local Members
District Council Partners

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

Yes. A report on "Better Homes Active Lives" and "Excellent Homes for All" Housing PFIs was presented to the Adult Social Services Policy Overview Committee, 1 April 2009 (Item B7)

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Yes

Closing date for consultation/receiving comments:

26 August 2011

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Sara Naylor - Project Manager - PFI and PPP Customer & Communities
Tel: 01622 221184, Email: sara.naylor@kent.gov.uk

Support documents

None.

Responsible Cabinet Member - Cabinet Member for Adult Social Care & Public Health

Reference No: 11/01703

Key Yes

Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.

Title:

Community Support Service - 11/01703

The Decision needed:

The Cabinet Member is asked to:

- approve a review and procurement of a Community Support Service.
- to grant delegated authority to the Interim Corporate Director – Families and Social Care (or other nominated officer) to agree the detailed arrangements including awarding of contracts.

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet Member for Adult Social Care & Public Health

Date:

December 2011

Reason if Key Decision

The value of the service is in excess of £5m. A review and procurement of this service needs to be undertaken to ensure a Community Support Service which supports Bold Steps is in place for commencement 01 April 2012.3

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

Informing Only

Corporate Director of Finance and Procurement
Director of Law and Governance

Who is it necessary to consult?

N/A

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

No

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

No

Closing date for consultation/receiving comments:

N/A

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Sue Scamell - Planning & Development Manager

Tel: 01622 221852 - sue.scamell@kent.gov.uk

Penny Southern - Head of Strategic Commissioning, Learning Disability

Tel: 01622 221754 - penny.southern@kent.gov.uk

Support documents

None.

Responsible Cabinet Member - Cabinet Member for Adult Social Care & Public Health

Reference No: 11/01722

Key Yes

Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.

Title:

Riverside Day Service, Tonbridge - 11/01722

The Decision needed:

Approval to transfer to an Inclusive Community Based Service

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet Member for Adult Social Care & Public Health

Date:

Between December 2011 and January 2012

Reason if Key Decision

The need to modernise services and respond to changing demand.3

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

Informing Only

N/A

Who is it necessary to consult?

Service Users, Parent/carers, Staff, KCC Members, District/Borough Councillors, Parish Councillors and Other stakeholders will be consulted during a sixteen week consultation period commencing mid September 2011.

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

No

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Yes. Medium Term Capital Programme under the Good Day Programme.

Closing date for consultation/receiving comments:

Mid December 2011

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Sue McGibbon, Project Manager, The Good Day Programme
01892 525802 -sue.mcgibbon@kent.gov.uk

Support documents

Valuing People Now; Our Health Our Care Our Say; KCCs Active Lives for Adults; Bold Steps for Kent; Better Days for people with Learning Disabilities.

Responsible Cabinet Member - Cabinet Member for Adult Social Care & Public Health

Reference No: 11/01746

Key Yes

Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.

Title:

Mental Health Community Support Services

The Decision needed:

Approval to modernise Mental Health Community Support Services

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet Member for Adult Social Care & Public Health

Date:

Between December 2011 and January 2012

Reason if Key Decision

Need to modernise services to reflect need and deliver efficiencies.3

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors**Consultees****Informing Only**

MPs, KCC Members, District and Parish Councillors.

Who is it necessary to consult?

Staff, trade unions, Primary Care Trust, Kent and Medway Partnership Trust, service users and carers / families. Four week informal consultation will begin September, followed by formal consultation to begin November 2011.

Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?:

No

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Yes

Closing date for consultation/receiving comments:

Formal consultation November 2011.

Section 4 – Responsible Officer – Who to contact for more information.**Your name, Your Service, Your phone number and email address:**

Samantha Sheppard, 07795 540071

Samantha.sheppard@kent.gov.uk

Support documents

None.

<p>Responsible Cabinet Member - Cabinet Member for Customer & Communities</p> <p>Reference No: 11/01698</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Transformation of Kent Youth Service - 11/01698</p> <p>The Decision needed: Adopt the Business Case for future design and delivery of youth service provision across Kent</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Customer & Communities</p> <p>Date: December 2011</p> <p>Reason if Key Decision Significant effect on KCC’s services to the community³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only No</p> <p>Who is it necessary to consult? Prior to the Cabinet Member’s decision, a period of consultation lasting 90 days will commence on 1 August 2011 and engage with young people, the public (customers, partners, interest groups, forums), KCC staff and volunteers, KCC Members and other elected representatives, district/borough councils, local businesses, professional and public bodies</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: Yes (5 April 2011); will also be considered more fully in CC POSC on 15 September 2011 during formal consultation</p>

Is the matter referred to in your Business Plan or Medium Term Capital Programme?

Yes

Closing date for consultation/receiving comments:

31st October 2011

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Nigel Baker - Head of Kent Youth Service
01622 696569, nigel.baker@kent.gov.uk

Support documents

None.

Responsible Cabinet Member - Cabinet Member for Environment, Highways and Waste

Reference No: 11/01662

Key No

Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.

Title:

Swale Borough Core Strategy Preferred Strategy and Supporting Development Options - 11/01662

The Decision needed:

Cabinet Member to authorise the County Council's response to consultation.

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet Member for Environment, Highways and Waste

Date:

Between December 2011 and January 2012

Reason if Key Decision

Not applicable³

Reason if this decision has been delayed/withdrawn from a previous

<p>plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Who is it necessary to consult? Relevant KCC officers, Cabinet Members and the Leader of the Borough Council will be consulted on KCC's draft response. Local KCC Members may also be consulted</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee? No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes</p> <p>Closing date for consultation/receiving comments: See Section 2 above. Internal comments needed 4 weeks before consultation closes</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Liz Shier -E&E Planning and Environment 01622 221505 - Liz.shier@kent.gov.uk</p> <p>Support documents “Swale Borough Core Strategy Preferred Strategy and Supporting Development Options” is not yet available</p>

<p>Responsible Cabinet Member - Cabinet Member for Customer & Communities</p> <p>Reference No: 11/01751</p> <p>Key Yes</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Customer Services Strategy</p> <p>The Decision needed: Adopt the Customer Services Strategy and Implementation Plan</p>
<p>Section 2 – Who is taking the final decision and when</p>
<p>Who is taking the Decision Cabinet Member for Customer & Communities</p> <p>Date: January 2012</p> <p>Reason if Key Decision Significant effect on KCC’s services to the community³</p> <p>Reason if this decision has been delayed/withdrawn from a previous plan N/a</p>
<p>Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors</p>
<p>Consultees</p> <p>Informing Only No</p> <p>Who is it necessary to consult? Customers, partners, interest groups, KCC staff and volunteers, KCC members and other elected representatives and public bodies.</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? No but is the vehicle for delivering key objectives within Bold Steps</p> <p>Closing date for consultation/receiving comments: 31st December 2011</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>

Your name, Your Service, Your phone number and email address:

Des Crilley, Director Customer Services 01622 696630

Email des.crilley@kent.gov.uk

Support documents

None.

Responsible Cabinet Member - Cabinet Member for Adult Social Care & Public Health

Reference No: 11/01747

Key Yes

Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.

Title:

Shepway Learning Disability Day Services - 11/01747

The Decision needed:

Approval for a new service model for people with a learning disability in Shepway

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet Member for Adult Social Care & Public Health

Date:

Between February 2012 and March 2012

Reason if Key Decision

The need to modernise services and respond to changing demand.3

Reason if this decision has been delayed/withdrawn from a previous plan

N/a

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

Informing Only

MPs, KCC Members, District and Parish Councillors.

<p>Who is it necessary to consult? Service users, family carers, professional carers, staff, trade unions, other key stakeholders have been consulted with over recent months and a formal programme for consultation put in place for a sixteen week consultation period to commence during October 2011.</p> <p>Has the matter already been discussed by a Policy, Overview and Scrutiny Committee?: No</p> <p>Is the matter referred to in your Business Plan or Medium Term Capital Programme? Yes. Medium Term Capital Programme under the Good Day Programme.</p> <p>Closing date for consultation/receiving comments: February 2012</p>
<p>Section 4 – Responsible Officer – Who to contact for more information.</p>
<p>Your name, Your Service, Your phone number and email address: Paula Watson, Project Manager, The Good Day Programme 07850908284 paula.watson@kent.gov.uk</p> <p>Support documents Valuing People Now, Our Health Our Care Our Say, KCC’s Active Lives for Adults, Bold Steps for Kent, Better Days for People with Learning Disabilities</p>

<p>Responsible Cabinet Member - Cabinet Member for Environment, Highways and Waste</p> <p>Reference No: 11/01665</p> <p>Key No</p>
<p>Section 1 – the decision needed, how it relates to the Council’s Corporate Outcomes and the Costs and risks involved.</p>
<p>Title: Award Of ‘Highways Maintenance Works 2011-12 Contract - 11/01665</p> <p>The Decision needed: The budget for Highway Maintenance (which resurfacing is a part) is within the MTFP and activities associated to this need not normally be in the Forward Plan. However, last year the Market Testing exercise had a staffing</p>

implication and was rightly entered in the Plan. The exercise this year is straight forward and the value is within the Director of H&T's delegated limit. In essence this was included in the Forward Plan in error.

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet Member for Environment, Highways and Waste

Date:

September 2011

Reason if Key Decision

N/a3

Reason if this decision has been delayed/withdrawn from a previous plan

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Support documents

None.

Responsible Cabinet Member - Cabinet Member for Environment, Highways and Waste

Reference No: 10/01526

Key Yes

Section 1 – the decision needed, how it relates to the Council's Corporate Outcomes and the Costs and risks involved.

Title:

Inclusive Design & Place-making Technical Appendix - 10/01526

The Decision needed:

Following consultation a decision has been made to withdraw and review the Inclusive Design and Place making technical document

Section 2 – Who is taking the final decision and when

Who is taking the Decision

Cabinet Member for Environment, Highways and Waste

Date:

September 2011

Reason if Key Decision

3

Reason if this decision has been delayed/withdrawn from a previous plan

Section 3 – – Who is to be consulted, how and when, (The Duty to Inform/consult/Involve) including relevant scrutiny councillors

Consultees

Section 4 – Responsible Officer – Who to contact for more information.

Your name, Your Service, Your phone number and email address:

Support documents

None.