

Tonbridge and Malling Council Peer Challenge – Timetable (3rd draft)

ANNEX 1

Monday 28th April

Time	Peer Challenge Team 1	Time	Peer Challenge Team 2
8.00 – 9.00	Team arrive, Introduction to Committee Room and Facilities – Mark Raymond		
9.00 – 9.45	Introductory meeting with Leader (Cllr Nicolas Heslop) and Chief Executive (Julie Beilby) – Venue: Mayor’s Parlour		
9:50 – 10.55	Interview – Chief Executive, Julie Beilby Venue: Chief Executive’s Office	9:50 – 10.55	Interview – Leader of the Council, Nicolas Heslop Venue: Mayor’s Parlour
11.00 – 12.00	Interview – Director of Central Services and Monitoring Officer (Adrian Stanfield) Venue: Adrian Stanfield’s Office	11.00 – 12.00	Interview – Director of Finance and Transformation (Sharon Shelton) and (Adrian Stanfield) Venue: Mayor’s Parlour
12:05 – 13:05	Interview - Director of Planning, Housing and Environmental Health (Steve Humphrey) Venue: Steve Humphrey’s Office	12:05 – 13:05	Interview - Director of Street Scene and Leisure (Robert Styles) Venue: Mayor’s Parlour
1305 – 1400	PEER CHALLENGE TEAM LUNCH – Committee Room		
14:00 – 14:55	Interview – Economic Regeneration Issues: Cabinet Member for Economic Regeneration (Cllr John Balcombe) Venue: Room D	14:00 – 14:55	Interview –Cabinet Member for Finance , innovation and Property (Cllr Martin Coffin) Venue: Mayor’s Parlour
15:00 – 16:00	Interview – Economic Regeneration Issues: Chief Corporate Policy Officer (Mark Raymond) Venue: Room D	15:00 -16:30	Round Table Meeting – Other Cabinet Members (Cllrs Jill Anderson, Owen Baldock, Maria Heslop, Brian Luker, Sue Murray, Mark Rhodes) Venue: Council Chamber
16:00:16:30	Break		
16:55 – 18:00	PEER CHALLENGE TEAM WORKING TIME – Committee Room		
18:00 – 19:30	Interview – Leader of the Liberal Democrats Group (Cllr Liz Simpson) Venue: Mayor’s Parlour	18:00 – 19.30	Round Table – Non-Executive Members Venue: Council Chamber

Tuesday 29th April

Time	Peer Challenge Team 1	Time	Peer Challenge Team 2
8.30 – 8.45	Team Arrival and Preparation		
8:45 – 9:30	Interim Feedback – Peer Challenge Team Leader/TMBC Leader Venue – Mayor’s Parlour	8:45 – 9.30	Interim Feedback – Peer Challenge Team CE/TMBC CE Venue CE’s Office
9:30 – 11.25	Visit and Observation: Management Team Meeting at Tonbridge Castle (10am start) and visit to Gateway Offices (30 minutes driving time each way)	9.30 – 11:00	Venue: Council Chamber Focus Group – Second Tier Staff
		11:05 – 12:30	Focus Group with Front-line staff Venue: Council Chamber
11:30 – 12:30	Interview – Pav Rameval (CE, Sevenoaks District Council)		
12:30 – 13:55	PEER CHALLENGE TEAM WORKING TIME/LUNCH – Committee Room		
14:00 – 15:30	Focus Group with LSP Members Venue: Council Chamber	14.00 – 14.55	Interview – Senior Director, KCC (TBC) Venue – Mayor’s Parlour
		15:00 – 15:55	Interview - William Benson (CE, Tunbridge Wells Borough Council) Venue: Mayors Parlour
15.30 – 17:00	Focus Group with West Kent Economic Development Partners Venue: Mayor’s Parlour	16:00 – 17:30	Focus Group with Parish/Town Council/Voluntary Sector Representatives (TBC) Venue: Council Chamber
17.00 – 18.30	PEER CHALLENGE TEAM WORKING TIME – Committee Room	17:30- 18:30	PEER CHALLENGE TEAM WORKING TIME – Committee Room

Wednesday 30th April

Time	Peer Challenge Team
8:00 – 10.15	PREPARATION OF FEEDBACK (Council Officers available to meet Team as required)
10:15 – 11:00	INFORMAL 'Dry Run' PRESENTATION OF FEEDBACK TO THE CABINET AND MANAGEMENT TEAM (Venue: Council Chamber)
11:00 – 11:30	Peer Challenge Team working time
11:30 - 13:00	FORMAL PRESENTATION OF FEEBACK TO CABINET AND MANAGEMENT TEAM followed by discussion/buffet lunch – Council Chamber
13:00	Team Departs