



## AGENDA

### SELECTION AND MEMBER SERVICES COMMITTEE

**Friday, 23rd January, 2009, at 10.00 am**  
**Wantsum Room, Sessions House, County**  
**Hall, Maidstone**

Ask for: **Andrew Tait**

Telephone **01622 694342**

*Tea/Coffee will be available from 9.45 am **inside the meeting room***

#### **UNRESTRICTED ITEMS**

*(During these items the meeting is likely to be open to the public)*

1. Substitutes
2. Declarations of Interests by Members in items on the Agenda for this meeting.
3. Minutes - 26 November 2008 (Pages 1 - 4)
4. Webcasting of Committee Meetings (Pages 5 - 12)
5. Proposed additional guideline for the appointment of LEA Governors (Pages 13 - 16)
6. Member Development Charter and Member Development (Pages 17 - 66)
7. Appointment of Honorary Alderman (Pages 67 - 68)
8. Appointments to Outside Bodies- Lady Joanna Thornhill Foundation (Pages 69 - 70)

#### **EXEMPT ITEMS**

*(At the time of preparing the agenda there were no exempt items. During any such items which may arise the meeting is likely NOT to be open to the public)*

Peter Sass  
Head of Democratic Services and Local Leadership  
(01622) 694002

**Thursday, 15 January 2009**

*Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.*

**KENT COUNTY COUNCIL**

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**SELECTION AND MEMBER SERVICES COMMITTEE**

MINUTES of a meeting of the Selection and Member Services Committee held in the Wantsum Room, Sessions House, County Hall, Maidstone on Wednesday, 26 November 2008.

PRESENT: Mrs P A V Stockell (Chairman), Mr P B Carter, Mr J A Davies, Dr M R Eddy, Ms A Harrison, Mr A J King, MBE and Mr K G Lynes and Mr M J Vye (substitute for Mrs T Dean).

ALSO PRESENT: Mrs A D Allen, Mrs T Dean and Mr P M Hill, OBE

IN ATTENDANCE: Geoff Wild (Director of Law and Governance), Mr P Sass (Head of Democratic Services and Local Leadership), Mr P D Wickenden (Overview, Scrutiny and Localism Manager) and Mr A Tait (Democratic Services Officer)

**UNRESTRICTED ITEMS****34. Minutes - 8 October 2008**  
*(Item 3)*

RESOLVED that subject to the inclusion of the decision to name the post holder or Cabinet post rather than the individual officer or Member where appropriate in the list of Outside Bodies (Minute 25), the Minutes of the meeting held on 8 October 2008 are correctly recorded and that they be signed by the Chairman.

**35. Report from the Informal Member Group on Member Information**  
*(Item 4)*

(1) Mrs T Dean was present for this item pursuant to Committee Procedure Rule 2.24 and spoke.

(2) RESOLVED that: -

- (a) the report be noted and commended to the County Council together with a note of the comments made during discussion of this item;
- (b) a further interim report be presented to the next meeting of the Committee, giving an update on progress; and
- (c) the Members of the Informal Member Group be congratulated for their excellent work.

### **36. Proposed Amendments to the Constitution**

*(Item 5)*

- (1) Mr P B Carter made a declaration of Personal Interest in respect of Item 5 (b) as the Leader of the Council.
- (2) Mrs A D Allen and Mr P M Hill were present for this item pursuant to Committee Procedure Rule 2.24 and spoke.
- (3) In respect of Item 5 (a), the Committee agreed that NHS bodies and other relevant public, private and voluntary organisations would be consulted on the proposed amendment.
- (4) The Committee agreed that the Local Children's Service Partnerships (LCSPs) Sub-Committee should not be "time-limited" (Item 5 (c)), but that its effectiveness should be reviewed after 1 year.
- (5) The Committee agreed that the membership of the LCSPs Sub-Committee (Item 5 (c)) should be expanded through the inclusion of non-voting Church and Teacher representatives.
- (6) The Committee agreed that the Public Relations Protocol for Select Committee Reviews and Reports and the process for launching these reviews (Item 5 (d)) did not need to be incorporated or embedded into the Constitution, but that they should instead be referenced within it.
- (7) RESOLVED that the County Council be recommended to:-
  - (a) amend the Constitution (subject to any views received from NHS bodies and other relevant private, public and voluntary organisations) to include the responsibilities of the Director of Adult Services (known in Kent as the Managing Director of Kent Adult Social Services) and the Managing Director of Children's Services (known in Kent as the Managing Director of Children, Families and Education) as statutory chief officers, as described in report 5 (a);
  - (b) formally confirm and reaffirm the adoption of the Leader and Cabinet Executive model in accordance with the provisions of the Local Government and Public Involvement in Health Act 2007 and to approve the appropriate alterations outlined in paragraphs 4 and 5 of Agenda Item 5 (b);
  - (c) establish a sub-committee of the Children, Families and Education Policy and Overview Committee to have an overview of the Local Children's Services Partnerships (LCSPs) on the terms set out in Appendix 1 to Agenda Item 5 (c) subject to the inclusion of non-voting Church and Teacher representatives and its lifetime not being "time-limited" but its effectiveness being reviewed after one year;
  - (d) regularise the appointment of the Children's Champions Board by its adoption with the revised terms of reference set out in Appendix 2 to Agenda Item 5 (c);

- (e) approve the Public Relations Protocol for Select Committee Reviews and Reports attached as Appendix 1 to Item 5 (d);
- (f) approve (subject to the outcome of further discussions between the Policy Overview Co-ordinating Committee, the Chairman of the County Council and Members of the Cabinet) the process for launching Select Committee reviews and reports as set out in Agenda Item 5 (d); and
- (g) approve the proposed amendments to the Constitution in relation to Overview and Scrutiny as set out in the Appendix to Agenda Item 5 (e).

**37. Appointing a KCC Representative to the Turner Contemporary Trust**  
*(Item 6)*

- (1) Mr P M Hill was present for this item pursuant to Committee Procedure 2.24 and spoke.
- (2) RESOLVED that Mr David Brazier be appointed as the County Council trustee on the Turner Contemporary Trust.

**38. Department for Communities and Local Government (DCLG) consultation paper on the Code of Conduct for Members**  
*(Item 7)*

- (1) The Standards Committee's responses to the questions set out in Appendix 2 to the report were tabled. These differed from the proposed responses in respect of Questions 2 and Question 12 through the deletion of references to the widest possible definition of criminal offences, i.e., including Police cautions. The Committee agreed to recommend the Standards Committee's response to the County Council.
- (2) RESOLVED that subject to the incorporation of the suggested amendments made by the Standards Committee, the proposed response to the Department for Communities and Local Government consultation paper on the Code of Conduct for Members be approved.

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**By:** Alex King – Deputy Leader  
Peter Sass – Head of Democratic Services and Local Leadership

**To:** Selection and Member Services Committee – 23 January 2009

**Subject:** WEBCASTING OF COMMITTEE MEETINGS

**Classification:** Unrestricted

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**Summary:** To consider the representations made by the Chairmen of the Planning Applications Committee and Regulation Committee in the light of the decision taken by this Committee on 4 July 2008.

## **FOR DECISION**

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### **INTRODUCTION**

1. Kent County Council has embraced the opportunities offered by modern communications technology to broadcast many of its meetings live to the internet. The webcasting of meetings helps to spread participation and information about democracy to those people who are able to access the service over the internet. This service is particularly important given the sheer size of the County and the fact that many people would otherwise have to travel a long way to actually be present at meetings taking place in County Hall. Most of the Council's Committees are already being broadcast. Two exceptions are the quasi-judicial Planning Applications and Regulation Committees.
2. The content of these two Committee meetings is varied and would be of interest to the wider public. These considerations led this Committee on 4 July 2008 to express its support for them to be webcast, subject to the usual safeguards about disclosing exempt or confidential information.
3. The two Committee Chairmen have asked this Committee to also note that the broadcasting of such Meetings would become material to the outcome of any Public Inquiry or Court case arising from the business of these Committees. It could also form the base of any third party legal challenge. They also draw attention to Health & Safety issues.

### **CHAIRMEN AND OFFICER RESERVATIONS**

4. Mr Harrison, Chairman of Regulation and Mr Richard King, Chairman of Planning Applications Committee hold reservations on webcasting in this context. They have explained their reservations to me. The Head of Planning Applications Group has also communicated a number of concerns relating to Health and Safety issues; an increased exposure to legal challenges and a potentially detrimental change to the dynamics of each Committee.

## **HEALTH & SAFETY CONCERNS**

5. The Health and Safety considerations are over the potential physical dangers to Officers working within the Enforcement Team of the Planning Applications Group, who have on occasion been the target of physical threat and actual assault in the past. It is estimated that this has occurred 10 times in the past three years, which illustrates the existing exposure of Enforcement staff.
6. Owing to the allegedly organised and criminal nature of some of the people they come into contact with, it is feared that easily available images of members of this Team would significantly increase the threat of such incidents.
7. Enforcement officers have to operate on a discrete and security aware basis. By contrast, webcasting would link individual officers to enforcement actions and circulate that fact to the widest possible audience. It is feared that the risk to officer safety would escalate accordingly.
8. One factor that the Committee needs to consider is the fear of this threat amongst the Officers themselves. Every step therefore needs to be taken to avoid publicly linking individual officers to actions
9. There is also considered to be potential for recriminations against both Members and Officers presenting to the Planning Applications Committee on controversial cases. In this context it is pointed out that on the one occasion when a Committee meeting was broadcast, the planning officer assigned to the case was verbally abused afterwards.
10. It is of course the case that the public currently have access to both the Planning Applications and Regulation Committee meetings (except for exempt items) and there are no arrangements in place currently to protect the identity of the individuals involved. Nor are the reports to the Committee censored in any way to withhold the identity of the officers involved in enforcement action. However, the point being made by the Chairmen and their officers is that the introduction of webcasting increases the risks to individuals, as highlighted in this section.

## **LEGAL CHALLENGES**

11. The Planning Applications Committee's decisions attract an increasing amount of litigation. Mr King, the Chairman, has passed on the concerns of the Head of Planning Applications Group that any chance remark that could be seen as unrelated to legitimate land use planning considerations, could be used by litigants as grounds for disputing the entire process by which the Committee had reached its decision. Only one Planning Applications Committee meeting has been webcast to date. One particularly irrelevant remark was made during that meeting on a very sensitive application. This could potentially have led to the Committee's decision being rendered invalid. The quasi-judicial nature of the Planning Applications and Regulation Committees leaves very little room for error.
12. The Committee will need to treat this particular point with caution. In terms of conduct by Officers and Members, every meeting where business is held in the open must be treated with the same level of propriety, no matter whether or not its content is broadcast. There are no different levels of openness. It is the role of the Chairman and Officers to clarify the need for consideration of any matter by a Committee to be limited to relevant factors. They must not allow greater latitude simply because no members of the press or public happen to be in the gallery. For this reason, the Committee must not consider the question of vulnerability to



judicial review *per se* when deciding on the advisability of webcasting, although the *degree* of vulnerability can be considered.

### **COMMITTEE DYNAMICS**

13. Concern is also expressed that because Officers and Members would be more aware that the content of the meetings could be material evidence, their nature and flow would be affected. Officers and Members could become inhibited in what they say, whilst the ability to give trainee planners experience of speaking to the Committee might also be lost or curtailed.
14. There is a possibility that members of the public might be inhibited from requesting to speak (even with the safeguards set out below).
15. Finally, some 20% of the Regulation Committee's business is taken under the heading of Exempt Business. This safeguards the integrity of planning enforcement actions and allows free discussion of strategy. The Head of Planning Applications Group estimates that, bearing in mind the scope for and vulnerability to legal challenge arising out of webcasting, the amount of Exempt Business would need to quadruple.

### **A POSSIBLE WAY FORWARD : CAN THESE CONCERNS BE MANAGED?**

16. The County Council has agreed that webcasting is a very important mechanism to enable the public to participate in the democratic process. Accordingly, I have investigated whether there is a way of web casting these meetings whilst meeting the concerns expressed.
17. Epping Forest District Council, for example, has a protocol (**Appendix 1**) for webcasting council meetings. This enables parts of the meeting to take place with the webcast being suspended. A similar, suitably worded protocol for KCC meetings could include a clause that the Committee can decide to suspend webcasting if there was a "*concern for the Health and Safety of the Officers producing the report*".
18. It is also possible to instruct the Webcasting Team that they must not film certain Officers at any stage of the meeting by, focusing instead on either the Chairman or a wide-angle shot of the whole Committee, where it is very difficult to clearly see any individual. Care would need to be taken, however, that particular individuals were not filmed inadvertently, on those occasions where they might be called to the Chairman's side to assist with committee matters. This could lead to a situation where their exemption from being filmed would be prejudiced.
19. It is also possible that some of the legal qualms can be addressed through an explanation by Planning Officers or the Chairman that a particular statement (whenever it occurs) is not one that the Committee or indeed the Member concerned should give weight to. This would require very tight management of the business of the Committee and require significant alertness by officers.
20. Should Members be minded to trial webcasting of these Committees, it would be advisable in view of the concerns expressed to build a suitable lead-in period into the implementation process. This would consist of the next meeting of both Committees being filmed but not broadcast. A DVD would then be produced which would be reviewed to ascertain whether or not it met all the necessary requirements. If necessary, adjustments could then be made prior to a second "lead-in" (if considered necessary) or straight to full webcasting.

## **CONCLUSION**

21. Both Chairmen have expressed the wish to speak in person to the Committee in order to explain their views in greater detail. It would therefore be inappropriate of me to pre-empt their views by recommending the approach set out in the previous section of the report before they have done so. The Committee will need to balance the need for greater public awareness of local democracy against the reservations of the two Chairmen and Officers when reaching its decision.

## **RECOMMENDATION**

22. I recommend that the Committee considers the proposed way forward set out in paragraphs 16 – 20 of this report in the light of the representations made by the Chairmen of the Regulation and Planning Applications Committees.

Peter Sass  
Head of Democratic Services and Local Leadership  
Tel: 01622 694002

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*Background Documents:*

*Report of the Head of Democratic Services and Local Leadership to the Selection and Member Services Committee – 4 July 2008*

**EPPING FOREST DISTRICT COUNCIL**

**PROTOCOL FOR WEBCASTING OF  
COUNCIL AND OTHER MEETINGS**



**APPENDIX to Item 4**

## **Introduction**

The Council has agreed that certain meetings should be the subject of live web transmission ('web casting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber for this purpose and there is a mobile unit for use in other locations

This protocol has been produced to assist the conduct of web cast meetings and to ensure that in doing so the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998. Accordingly the following will apply to all meetings to be web cast by the Council:-

### **Main provisions:**

1. The Chairman of the meeting has the discretion to request the termination or suspension of the webcast if in the opinion of the Chairman continuing to webcast would prejudice the proceedings of the meeting.

This would include:

- (i) Public disturbance or other suspension of the meeting;
- (ii) Exclusion of public and press being moved and supported;
- (iii) Any other reason moved and seconded and supported by the Council/Committee or Subcommittee.

2. No exempt or confidential agenda items shall be webcast.

3. Subject to paragraph 4 below all archived webcasts will be available to view on the Council's website for a period of six months. Council meetings are recorded onto DVD, which will be stored in accordance with records management procedures.

4. Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law doctrine, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.

If the Monitoring Officer has decided to take such action she must notify all elected Members in writing as soon as possible of her decision and the reasons for it via the Bulletin

Council expects the Chair of the Council and the Monitoring Officer to ensure that Council meetings are conducted lawfully. Therefore, Council anticipates that the need to exercise the power set out above will occur only on an exceptional basis.

5. Any elected Member who is concerned about any webcast should raise their concerns with the Head of Research and Democratic Services

## **Agenda Front Sheets and Signage at Meetings**

On the front of each agenda and on signs to be displayed inside and outside the meeting room there will be the following notice:-

### **WEBCASTING NOTICE**

**Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.**

**You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.**

**Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area**

**If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.**

### **Meetings of the Area Plans Subcommittees, District Development Control Committee, Licensing Committee and other 'Quasi Judicial' Hearings**

In any correspondence notifying applicants, supporters or objectors of the meeting date on which an application will be heard, the following advice will be included if the particular meeting has been chosen to be web cast:-

"Please note that Council meetings may be filmed for live or subsequent broadcast via the Authority's Internet site. If you do not wish the hearing of your application to be filmed, please contact the Senior Democratic Services Officer to discuss their concerns. The Council will not film speakers if they do not wish to appear in the webcast"

### **Conduct of Meetings**

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being or may be web cast, and that the Chairman may also terminate or suspend the web casting of the meeting, in accordance with this protocol. This will be confirmed by the Chairman making the following statement:-

"I would like to remind everyone present that this meeting will be broadcast live to the internet and will be capable of repeated viewing.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery."

**By:** Alex King – Deputy Leader of the Council  
Peter Sass – Head of Democratic Services and Local Leadership

**To:** Selection and Member Services Committee – 23 January 2009

**Subject:** PROPOSED ADDITIONAL GUIDELINE FOR LEA-APPOINTED GOVERNORS

**Classification:** Unrestricted

**File Ref:** LL/12/08

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**Summary:** To consider an additional Guideline for LEA-appointed Governors.

## **FOR DECISION**

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### **Introduction**

1. The Guidelines for the Appointment of Local Education Authority (LEA) Governors is attached at Appendix A to this report. They contain a number of categories where the LEA should not make an appointment. Circumstances have recently come to light which are not contained within these Guidelines.
2. A parent of a child who had been unsuccessful when standing for election as a parent governor, subsequently submitted a nomination as a LEA Governor at the same school.
3. The purpose of an LEA-appointed Governor is to represent the strategic perspective of the Authority, assisting the School concerned to provide the most efficient educational service possible within the overarching framework of the LEA's duty to all the pupils in the County.
4. It is considered that a parent of a child attending a particular School, whilst being excellently placed to become a parent governor, would not be best suited to the role of an LEA Governor for exactly the same reasons that teachers, supply teachers, ex-teachers and head teachers or voluntary helpers are normally not considered. Namely, that they run the risk of under-representing the LEA's strategic perspective due to their personal commitment to the interests of the School that they wish to serve.

### **Conclusion**

5. It is surprising that the circumstances described have never arisen before. Nevertheless, it would be inconsistent with the County Council's approach to the appointment of LEA Governors if a parent of a child educated at a particular school were to simultaneously act as its representative on that school's governing body. A report to this effect was considered by the Governor Appointments Panel on 5 December 2008. The Panel agreed to recommend the proposed amendment to this Committee.

**Recommendation**

6. I recommend that the guidelines should be amended by the insertion of a new guideline (h) to read:-

“A parent eligible for election as a parent governor should not be considered for appointment to the governing body of any school attended by one of their own children.”

Peter Sass  
Head of Democratic Services and Local Leadership  
01622 694002

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*Background Documents*  
*None.*



**GUIDELINES FOR THE APPOINTMENT OF LEA GOVERNORS**

The guidelines for the appointment of local education authority school governors are set out below:

- (a) The main criterion for appointment should be that the person concerned would play a full part and have an effective contribution to make as a governor.
- (b) Relevant comments received from the headteacher, governing body or officers of the LEA will be considered before appointments are made.
- (c)
  - (i) A teacher (with the exception of a supply teacher) in a school maintained by the Authority should not be appointed to the governing body of another school. In addition, no other paid employee in a school (with the exception of a mid-day supervisor or school crossing patrol person) should be appointed to the governing body of that school.
  - (ii) Supply teachers will not normally be appointed to a governing body. However, where such teachers are working on an occasional basis only and an undertaking is given that they will not work at the school to which they are appointed, the Panel will consider an appointment at its discretion.
- (d) The appointing body will take into consideration the relationship of any nominee to an employee of the school concerned.
- (e) Volunteer helpers at a school will be considered for appointment to the governing body of that school at the discretion of the Panel.
- (f) An ex-headteacher or other ex-teacher should not be considered for appointment to the governing body of their former school at all, or of a school within the same locality until at least two years after the end of his/her employment.
- (g) A husband/wife/partner should not be appointed to a governing body on which their wife/husband/partner serves.
- (h) Where the only nominee is an existing LEA Governor and:
  - (i) he/she has an attendance record two-thirds or more, the reappointment will normally be made
  - (ii) he/she has an attendance record of less than two-thirds, the nominee will be required to account for his/her poor attendance and give an assurance that it will improve before the reappointment is confirmed.
- (i) Where more than one nomination for a vacancy is received, the following priority will occur:
  - (i) an existing LEA governor with an attendance record of two thirds or more;
  - (ii) the local County Councillor;
  - (iii) a nomination supported by a political group;
  - (iv) any other suitable nomination.

*Note: A register of exceptions is maintained of any person appointed at variance to these guidelines.*

The amendments to these guidelines were agreed by the Governor Appointments Panel at its meeting on 20 February 2004. The original guidelines were agreed by the former Case Sub-Committee at its meeting on 9 April 2001.

*N.B. These Guidelines have been amended to take into account changes arising from the Education Act 2002: specifically the new School Governance (Procedures) (England) Regulations 2003 which came into force from 1 September 2003, which removed the former restriction which has prevented individuals from serving on more than 2 governing bodies (except as an Additional Governor). The previous Guideline (a) has therefore been deleted.*

By: Alex King, Deputy Leader  
Peter Sass, Head of Democratic Services and Local Leadership

To: Selection and Members Services Committee - 23 January 2009

Subject: Member Development Charter and Member Development

Classification: Unrestricted

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**Summary:** This report provides the Selection and Member Services Committee with an update on the County Councils application for the Member Development Charter, Inductions and a Member Development Programme.

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## **Introduction**

### *Member Development Policy*

1. (1) At its meeting on 11 December 2008 the County Council received a report from the three leaders inviting the County Council to approve a Member Development policy for incorporation in the County Council's Constitution. This was agreed by the County Council.

### *Member Development Charter*

(2) The three Leaders signed a commitment to the South East Employers Member Development Charter in September 2007 with an intention that the status of the Charter be achieved by April 2009, in time for the newly elected County Council in June 2009. Following concerns expressed by Dr Eddy, Leader of the Labour Group and other Members at the December County Council meeting, I have reflected on the aspiration to achieve this Charter status for the County Council in April this year. I have met with Dr Eddy and Mrs Dean and have concluded that it would be sensible for the County Council's application and self-assessment for Member Development Charter status to be delayed until after the elections in June 2009.

### **Improvement and Development Agency (I&DeA) – Giving Councillors the tools for the job: The Support councillors' Declaration**

2. (1) The I&DeA has recently written to all Councils inviting them to commit to ten statements which make up a declaration-setting out the standard of support for Councillors to perform their role as a Councillor. The ten statements are set out in Appendix 1 to this report.

(2) The I&DeA are promoting the Councillors' declaration and have identified that it is vital to the success of local democracy that prospective Councillors are aware of the high standard of support that they can expect from the Councillor and its officers.

(3) The White Paper "Communities in Control: Real People Real Power" places considerable emphasis on the importance of the role of councillors as community leaders and need to properly support them in their important public service.

(4) The I&DeA view is that if Councils properly support their Councillors they will find that they get:-

- A better understanding of the needs of their local communities;
- Greater public involvement in local initiatives;
- Greater interest in the role of the Council.

#### *Other County Council Workstreams*

(5) The County Council had before it in December 2008 a package of initiatives which impact on the role of elected Members eg the outcomes and recommendations of:-

- the Select Committee: Accessing Democracy;
- the IMG report on Member Information; and
- the emerging agenda of the County Council in response to 'localism'.

(6) If the Selection and Members Services Committee are so minded it may wish to invite the Informal Member Group: Member Development to look at the ten statements in the declaration for supporting councillors in conjunction with the supporting councillors' framework produced by the I&DeA with a view to reporting back to this Committee in March and inviting the County Council at its April meeting to support this declaration.

### **Member Induction and Member Development**

#### *Member Development*

3. (1) The IMG: Member Development asked that a programme of Member Development and training be prepared to reflect the outcomes of the survey conducted by the political groups in the summer of 2007.

(2) Since the last meeting of this Committee a number of events have been arranged but the support of Members has been mixed. The IMG: Member Development might therefore wish to reflect on the evaluation forms completed by attendees so that the programme can be adjusted accordingly.

(3) The programme of development/training events for elected Members is to be published to all Members of the County Council and included in the County Council diary. This information will also be made available on KNET.

(4) Appendix 2 sets out a programme of opportunities for Member Development and training which reflects the outcomes of the political groups survey. The Committee's specific attention is drawn to that part of this programme immediately after the election and before the County Council on 25 June 2009 such as the "Standards Committee: The Role of Members and the Ethical Framework" and the procedural rules for council and committee meetings.

(5) The Democratic Services and Local Leadership Unit are also proposing to host an open day on 23 June 2009 for all Members of the County Council to provide the opportunity to meet the staff within the Unit. There will be a range of stands for Members to view including:-

- Modern.gov – the electronic system for the production of agenda, reports, minutes and retrieval;
- how the work and outcomes of the IMG Member Information approved by the County Council on 11 December have been taken forward including demonstrating best practice of other authorities, such as North East Connects, Westminster City Council, the London Borough of Redbridge
- understanding the work of the Standards Committee,
- how Members become involved in Overview and Scrutiny,
- understanding the Select Committee and the research roles, and
- understanding the various localism models. This will promote another opportunity to invite other local authorities to demonstrate how they are tackling the localism agenda.

It is intended to that the event will be light-hearted fun, interactive but deliver and assist Members in becoming familiar with the services they can expect from the Democratic Services and Local Leadership Unit.

#### *Recording of Events*

(6) The IMG: Member Development and this Committee have both indicated that all Member Development events should be recorded so that if a Member is unable to attend a learning and development opportunity they can look at a DVD or listen to the audio of the event in their time to suit their lifestyle. Work developing on how this might be achieved within the resources available is being explored and the IMG: Member Development and this Committee will be kept informed of progress.

#### *Member Induction*

(7) The IMG: Member Development are keen that the induction programme following the County Council election should look very different than it has following previous elections. Attached as Appendix 3 to this report is the proposed Members' Induction and Development Framework.

(8) There will be a need for the IMG Member Development to meet soon so that advice can be given to directorates about what other events Members may feel be required which is not currently included in the programme.

(9) Work is also being undertaken to provide:-

(a) a fact sheet which will contain the immediate contact details of key people across each Member's Electoral Division which will be a useful document for each Member immediately upon election (see an early prototype at Appendix 4)

(b) an early survival guide; and

(c) the Member's handbook.

#### *Learning and Development Resource Library*

(10) A Resource Library of learning and development tools which includes CDs, DVDs, books etc., available from the Learning and Development Team is being assembled. Appendix 5 sets out what is currently in this library.

#### **Recommendations:-**

4. The Committee are asked to:

a) note that the County Council's self assessment and application for Member Development Charter status will be delayed until after the County Council election in June;

b) commission the IMG: Member Development to look at the ten statements and supporting Councillors' framework with a view to making a recommendation to this Committee in March and then asking the County Council to agree the declaration at its April meeting; and

c) note the continuing work on the development of a programme of events for Members of the Council, the induction programme following the elections and the documentation that elected Members will receive immediately upon their election.

Paul Wickenden  
Overview Scrutiny & Localism Manager  
01622 694486

Coral Ingleton  
Learning & Development Manager  
01622 694375

*Background documents:*

## Giving councillors the tools for the job: the supporting councillors declaration

This council undertakes to	What this involves (see The Supporting Councillors Framework for more detail)
1 Assist existing and prospective councillors so they are aware of what is expected of them.	Councils may choose to develop their own role descriptions or to adapt/adopt existing ones. Role descriptions can also be used to identify the personal development needs, including those of experienced councillors taking up new roles.
2 Provide all councillors with administrative support to meet their individual needs, including the provision of adequate support staff to meet councillors' scrutiny, information and research needs.	This will include, for example: <ul style="list-style-type: none"> <li>• correspondence, post and communications</li> <li>• diary management and room bookings for meetings</li> <li>• arranging and publicising ward surgeries</li> <li>• arrangements for site visits for local ward issues</li> <li>• research support.</li> </ul> While larger authorities may be able to provide dedicated support staff, other councils may need to have nominated contacts.
3 Ensure that all councillors are kept advised on how decisions are made and the opportunities open to them to influence these decisions.	There will be clear processes for: <ul style="list-style-type: none"> <li>• accessing support and for making information requests</li> <li>• feeding cases and local issues into the council and for logging and tracking these</li> <li>• reports for councillors appointed to outside bodies</li> <li>• accessing support and for feeding back reports for councillors appointed to outside bodies.</li> </ul>
4 Be aware of how much information we send to councillors.	There will be protocols regarding sending information to, and consulting with, councillors on issues relevant to their wards. This will help to ensure councillors receive the information they need.
5 Provide space for councillors to hold ward surgeries, meetings with constituents and to discuss council business.	Councils may provide appropriate meeting space within council offices or provide help to find and book suitable accommodation within the ward (eg at a community centre).
6 Identify the 'democracy' budget; current expenditure that funds councillor support and development, supports scrutiny research and consultation, etc. Consider delegated budgets for improvements within the ward.	Guidance to the Local Government Act 2000 specifies that dedicated support and a discrete budget should be available for those in a scrutiny role ('New council constitutions: guidance to English Authorities', paras. 3.54-3.46)  If councillors have delegated budgets then appropriate support needs to be provided to enable them to manage these effectively and record them accurately.

Giving councillors the tools for the job:  
the supporting councillors declaration

This council undertakes to	What this involves (see The Supporting Councillors Framework for more detail)
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7 Ensure that all support is appropriate for individual councillors and that there is clarity of what support and development opportunities are available.	This may require the council to have a menu of support arrangements in place (including, for example, child care) that can be 'activated' as the need arises.  The Member Development Charter award provides an external challenge to show that the council is supporting and developing its councillors.
8 Ensure that all councillors have stationery and office equipment available to them both at home and when on the council's premises, to provide access to appropriate ICT and help councillors to use such technology to improve efficiency and communication.	Councils need to provide stationery, filing cabinets for use at home, access to copying and printing, and computer equipment.  How this is provided will vary between councils and according to the individual needs of councillors and could be delivered by providing the facilities or grants/allowances for use of their own.
9 Conduct interviews with councillors who are standing down/retiring/resigning.	Councils need to identify whether: <ul style="list-style-type: none"> <li>• the reasons for standing down are linked to the level of support provided</li> <li>• the council could have done more, or done things differently, to support the councillor.</li> </ul>
10 Identify the personal development needs of councillors, provide a member development programme.	Councils can use the IDeA Political Skills Framework Toolkit which identifies the range of skills councillors need and includes guidance and examples of how it can be used to help develop personal development plans (PDPs).

As a demonstration of commitment we also would encourage councils to sign up to the Member Development Charter. All regions have their own Member Development Charter, most jointly badged with the IDeA. All hold a common set of principles covering member support and development and the incorporation of these standards. Councils are awarded the Charter following an external assessment process led by the relevant Regional Employer.



## Introduction

This document sets out a programme of training for the elected members based on their requirements and in conjunction with the I&DeA skill framework for elected members. The skill framework areas are:

- Community Leadership (CL)
- Regulating and Monitoring (RM)
- Scrutiny and Challenge (SC)
- Communication Skills (CS)
- Working Partnership (WP)
- Political Understanding (PU)
- Providing Vision (PV)
- Managing Performance (MP)
- Excellence in Leadership (EL)

To this end a schedule of training will be established to encompass the skill sets above using new and innovative methods of delivery.

Implementation of this programme will begin with an assessment of Emotional Intelligence. This will take the form of a web-based questionnaire and followed by individual feedback. This information will help identify the members Emotional Quotient levels and provide an analysis of their preferred methods of working.

### Development Objectives:

- To ensure that members have a broad understanding of the I&DeA skill framework
- Members to complete a self-skills analysis in relation to the skill framework
- Members to complete an EQI Assessment to identify preferred learning methods and ways of working
- To agree a development plan which sets out strategies for fulfilling development areas
- To assess the effectiveness of training programmes followed/delivered

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***I&DeA Members Key Qualities***

Community Leadership (CL)	Regulating and Monitoring (RM)
Engages enthusiastically and empathetically with the community in order to learn, understand and act upon issues of local concern. Mediates fairly and constructively, encouraging trust by representing all sections of the community.	Understands and executes judicial role by the following protocol, evaluating arguments and making decisions that balance public needs and local policy. Ensures progress by monitoring and intervening where necessary.
Scrutiny and Challenge (SC)	Communication Skills (CS)
Acts as a critical friend by seeking opportunities for scrutiny and providing constructive feedback. Analyses information quickly and presents arguments in a concise, meaningful and easily accessible way.	Listens sensitively, uses appropriate language and checks for understanding. Communicates regularly with individuals and groups in the community, speaks clearly and confidently in public, and makes sure that people are informed.
Working in Partnership (WP)	Political Understanding (PU)
Builds positive relationships by making others feel valued, trusted and included and by working collaboratively to achieve goals. Maintains calm and focused, recognises when to delegate or provide support and is able to take long-term view in developing partnerships.	Acts ethically, consistently and with integrity when communicating values or representing group views in decisions and actions. Works across group boundaries without compromising values or ethics.
Providing Vision (PV)	Managing Performance (MP)
Creates a shared council vision by establishing strategic policies and prioritising actions. Actively encourages involvement of others in policy formation and works collaboratively to analyse information and promote understanding. Open to new ideas	Works closely with others to develop, promote and achieve objective and represent council at a strategic level. Encourages scrutiny, monitors performance and responds

learning & development

and ways of doing things.	positively to feedback and ideas.
<b>Excellence in Leadership (EL)</b>	
Provides visionary and charismatic leadership, is well prepared, able to troubleshoot and juggle conflicting responsibilities. Works to shape a culture of excellence by acting as the public face of the council and a role model for others. Encourages co-operation and communication across political and council boundaries	

## ***Business Writing Skills***

### **Skills Framework Mapping: CS**

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#### **Introduction**

Writing reports or documents is an essential part of most people's jobs, and developing your skills will enable you to communicate your message more effectively.

This course is intended to help develop those who will be required to write a variety of reports.

#### **Objectives**

By the end of the course you will be able to

- Demonstrate improved confidence in putting a report together
- Explain how to produce concise and readable reports/documents more quickly and effectively
- Demonstrate that the message you communicate is the one you intended

#### **Course Content**

- Learn and practice the basic concept of report writing
- Understand the seven C's of business writing
- Appreciate the benefits of Plain English
- Target communication for maximum impact

Duration        1 day

## ***Effective Reading Techniques***

### **Skills Framework Mapping: CS, RM, MP**

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We can provide members with a document produced by a university advising of effective reading techniques.

AND/OR

## ***Speed Reading***

### **Introduction**

This workshop has been designed to challenge and change the reading habits of the attendees

### **Objectives**

To learn and practice techniques to improve the speed of reading over a range of materials.

This will include:

- Challenging reading barriers
- Revisiting childhood reading
- Improving attitude, skills and knowledge
- Understanding eye and brain co-ordination
- Recording information with Mind Maps
- Practising the 'Power Overview'
- Considering applications, environment and process
- Setting goals, prioritising and time management
- Integrating the speed reading process into the usual
- Working environment.

## ***The Voice of Influence***

**Skills Framework Mapping: CS, CL, PU, EL**

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### **Introduction**

Presenting is an important activity and there are numerous courses to help people present better. But many people learn the skills and still can't perform well, through lack of self-belief or because nerves get the better of them on the day. This course goes beyond the basics of presentation to what is needed to communicate confidently in a very real way with people.

The truth is that each one of us possesses within everything that is necessary to become a powerful public speaker. It's largely a matter of removing the obstacles to full expression, and enabling ourselves to use our voice and connect in a direct and real way with our audience. Subject knowledge, good preparation and technical skills are all important. But good presentation skills go much further than the actual presentation or speech. The skills needed for excellent public speaking are similar to those that enable you to connect successfully in all your interactions. They are about how you present yourself to the world, how you compel attention, how you use your voice. If you can communicate with impact, you can inspire others to follow your lead and ultimately move mountains.

### **Objectives**

Present with confidence; control your state to be at your best; speak powerfully and authentically; project your voice and hold attention; learn the art of spontaneity; engage and inspire an audience; influence others with your vision



## Course Content

- Benchmarking excellence
- Purpose and Structure
- State Management Strategies
- Presence and Authenticity
- How to connect with the audience
- How to be quick on your feet with questions and interruptions
- Voice : How to be heard
- Voice : How to engage and maintain interest
- Bringing things alive

You will have plenty of opportunity to develop abilities through exercises and practice in a supportive group setting.

## Duration

1 Day



## ***Computer Skills – Using the Internet and Email***

### **Skills Framework Mapping: CS**

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#### **Introduction**

The effective use of IT systems is essential for today's business environment with many organisations relying on the internet and email to communicate with the public and other organisations.

#### **Bespoke Course**

Learning and Development can develop a course to meet members training needs. Members would complete an online diagnostic assessment to identify training needs and we would develop a course taking these needs into consideration together with the Members aspirations relating to the use of the Internet and Email.

**AND/OR**

### ***Email Logic***

#### **Introduction**

Email, messaging and texting are all fantastic, but...

- Have you ever felt out of control or stressed by emails?
- Do you get copied in on emails you don't need?
- Do you compulsively check your email first thing every morning?

So imagine *all* your emails were useful; they were *all* easy to understand and simple to prioritise. How would it be to have a "lean" inbox where it is obvious what needs to be done with each message?

**Solve these problems:**

- unclear messages
- “passing the buck” by email
- emails that are hard to prioritise
- stress
- people not talking
- too much time lost
- useful messages lost in the junk

**Duration**

60 minutes

## ***Communicating with the Media***

**Skills Framework Mapping: CS, SC, CL, EL, PU**

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### **Introduction**

The media is an exceptionally powerful tool for promoting a company's reputation. This one day intensive training session is aimed to equip key spokespeople with the ability to maximise the opportunities and minimise the risks of dealing with television, radio and the press.

### **Structure**

The course will be tailored to Kent County Council's specific requirements and can include the following modules.

- How to handle press interviews
- Television recorded or "as live" interview skills
- "Live link" interviews
- Television studio "one to ones"
- Creating colourful and effective sound-bites
- Communication in a crisis
- Radio interviews and phone-ins

### **Key Learning Outcomes**

Delegates will learn to face the media with confidence, gain positive news coverage and maximise media opportunities. All delegates will be filmed using professional broadcast equipment and will receive detailed feedback and an edited highlights DVD of their performance.

### **Duration**

1 day

## ***Time Management***

### **Skills Framework Mapping: CS**

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#### **Introduction**

Time is one of the most valuable commodities we have in KCC and each and every one of us can benefit from becoming better at time management. Attending this programme can help you release up to 25% of your working day to focus on more productive activity, all done without a 'dump and run' approach to delegation.

#### **Objectives**

- To agree a plan to release more time in your working day for 'what matters most'.
- Identify key timewasters and have developed a plan to implement changes.
- Recognise the importance of planning and review and identify how to carry these out.

#### **Course Content**

- Consider a wide range of time management and personal organisation strategies so that you can pick those that work best for you.
- Conduct a 'personal makeover' on your role to release more time in your daily life.
- Question ineffective or inefficient practices so that you can find better alternatives to the status quo.

#### **Duration**

½ Day

## ***Local Government Law***

### **Skills Framework Mapping: PU,**

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Stuart Ballard in Democratic Services has been contacted and they will be happy to undertake this part of the training programme. They will however, need to know further details i.e. the depth of training required and the length of course.

## ***Diversity and Equalities Briefing***

**Skills Framework Mapping: CS, PU, WP, EL**

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### **Introduction**

This will be a bespoke course developed for Kent County Council's members.

### **Course Content**

Course objectives and detailed content will be made available once the course is commissioned. The content will consist of the following:

- Mainstreaming Diversity and Equalities
- Consistency of approach across directorates
- Community Leadership Role
- Behaviours/Language
- Bullying and Harassment
- Equality Strategy
- Legislative Requirements
- Audit Inspections

## **Modern Member**

E-Learning courses from Learning Pool

**Skills Framework Mapping: CL, RM, SC, CS, WP, PU, PV, MP, EL**

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### **Introduction**

Modern Councillor is a new service from Learning Pool designed to help local authority councillors develop their skills through e-learning.

Whether you're a newly elected councillor or an established member seeking to increase your knowledge so that you can be a better community leader, Modern Councillor has something for you.

Learners will be able to study at their own convenience; they can dip in and out of courses as required and revisit courses to refresh themselves, as necessary

### **Available Courses**

- Your role as a councillor
- Code of conduct
- Introduction to Local Government
- Community Leadership
- Information Technology for Councils
- Partnership Working
- Working with the Media
- Scrutiny Skills
- Public Speaking
- Licensing and Regulation
- Chairing Meetings
- Negotiating and Influencing
- Risk Management
- Financial Skills
- Using Mobile Technology
- Data Protection and Freedom of Information

All of these courses are available online and last for about 30 minutes.

## ***Diversity In The Workplace – E-Learning Module***

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### **Introduction**

An innovative solution from Learning & Development using the on line tool at your desk or via a laptop with internet access. The course Diversity in the Workplace has been produced especially for staff as an introduction to Diversity & Equalities.

### **Objectives**

By completing the module you can expect to :

- Become more familiar with Equalities Legislation
- Gain an understanding of the broader issues within diversity and equalities
- Know your responsibilities and rights as an employee

### **Contents**

The programme covers :

- Legislation
- Sexual Discrimination
- Sexual Orientation
- Race
- Disability
- Religion or Belief
- Age
- Harassment & Bullying
- Stereotyping & Prejudice
- Consequences
- Your role as a member of staff

You will receive a password to the system and on going telephone / email support from the System Administrator.

### **Duration**

1 hour with a multi choice test



## **Chairing Skills**

**Skills Framework Mapping: CS, EL**

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### **Aim**

To enable Councillors to consider all aspects of the Chairman's role and encourage them to devise practical ways of developing their performance in this area.

### **Sample Programme**

Content will be tailored to meet your specific needs.

- The role of the Chairman in different meetings
- Preparing effectively for a meeting
- Using a range of skills including listening, summarising skills and facilitation
- Taking control of a meeting and managing time
- Developing a range of techniques for dealing with different meeting participants
- Learning points and action plan

"I think your session received the most praise I have ever known our members to give a training session"

*Jane Burke, Buckinghamshire County Council*

### **Duration**

½ Day

**Members Development/Training Opportunities Calendar**

<b>Subject</b>	<b>Location</b>	<b>Date</b>	<b>Duration</b>
Transport Appeal Training	Maidstone	Tues 3/02/2009	
Transport Appeal Training	Maidstone	Mon 23/02/2009	
Transport Appeal Training	Maidstone	Wed 25/02/2009	
Participatory Budgeting Workshop		Wed 25/02/2009	(PM)
Time Management	Maidstone	Thu 05/03/2009	½ Day (PM)
Participatory Budgeting Workshop		Thurs 5/03/2009	(PM)
Participatory Budgeting Workshop		Thurs 12/03/2009	(PM)
Business Writing Skills	Maidstone	Wed 18/03/2009	½ Day (PM)

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Participatory Budgeting Workshop		Thurs 23/04/2009	(PM)
KCC Road Trip		Tues 9/06/2009	
KCC Road Trip		Wed 10/06/2009	
Standards Committee: The Role of Members and the Ethical Framework (two sessions)		Fri 12/06/2009	9:30 – 12:30 1:30 – 4:30
KCC Road Trip	Various	Mon 15/06/2009	
KCC Road Trip		Tue 16/06/2009	

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Standards Committee: The Role of Members and the Ethical Framework (two sessions)		Wed 17/06/2009	9:30 – 12:30  1:30 – 4:30
Procedural Roles for Council and Committee Meetings (two sessions)		Thurs 18/06/2009	9:30 – 12:30  1:30 – 4:30
Procedural Roles for Council and Committee Meetings (two sessions)		Fri 19/06/2009	9:30 – 12:30  1:30 – 4:30
Proposed Democratic Services and Local Leadership Open Day for all Members of the County Council		Tues 23/06/2009	
KCC Road Trip		Fri 26/06/2009	

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Chairmanship Skills		Wed 1/07/2009	(PM)
Scrutiny and Questioning techniques		Thurs 2/07/2009	(AM)
Webinars x 4	At any computer	Thu 02/07/2009	1 day
Participatory Budgeting Workshop		Tues 21/07/2009	(PM)
Standards Committee: The Role of Members and the Ethical Framework (two sessions)		Fri 24/07/2009	9:30 – 12:30 1:30 – 4:30
Local Government Law	Maidstone	Thu 06/08/2009	1 day
Webinars x4	At any computer	Mon 10/08/2009	1 day

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Business Writing/Time Management	Maidstone	Wed 12/08/2009	1 day
Diversity and Equalities	Maidstone	Wed 19/08/2009	1 day
Local Government Law	Maidstone	Fri 21/08/2009	1 day
Effective Reading Techniques	Maidstone	Mon 24/08/2009	1 day
Voice of Influence	Maidstone	Wed 26/08/2009	1 day
Diversity and Equalities	Maidstone	Mon 09/09/2009	1 day
Media Training	Maidstone	Mon 07/09/2009	1 day
Chairmanship Skills		Wed 9/09/2009	(PM)
Scrutiny and Questioning techniques		Fri 11/09/2009	(PM)

learning & development

Scrutiny and Questioning techniques		Tues 15/09/2009	(PM)
Time Management/Business Writing	Maidstone	Thu 01/10/2009	1 day
Effective Reading Techniques	Maidstone	Tue 13/10/2009	1 day
Voice of Influence	Maidstone	Thu 22/10/2009	1 day
Media Training	Maidstone	Wed 18/11/2009	1 day



# Members' Induction and Development Framework

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Maintain your Winning  
Edge!

learning & development





# Induction and Development Framework

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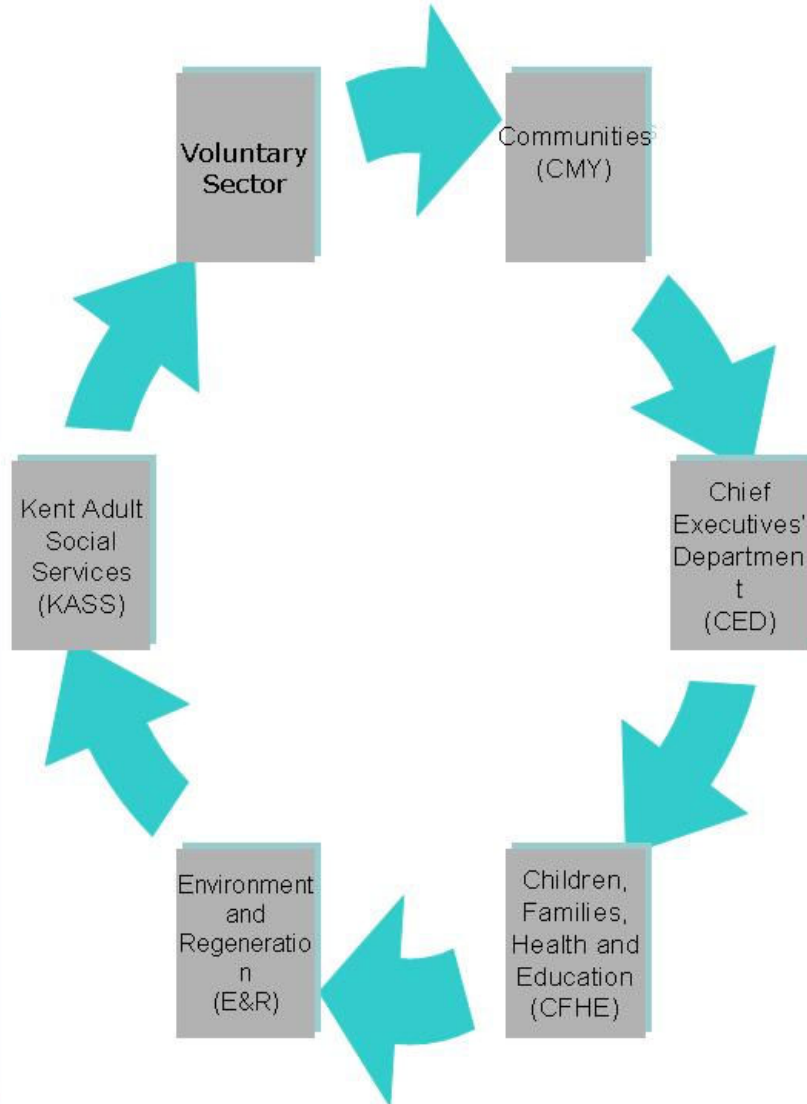
## Induction Pack

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- Written document including:
    - What's next?
      - Where to get help
      - Top Tips
      - Building Relationships
    - How does the council work?
      - Structure, Services and Contacts
      - Our Partners
    - How decisions are made
      - Who makes decisions
      - What happens at meetings
    - Your responsibilities
      - Code of Conduct
      - Equality and Diversity
      - Confidentiality
    - What support will I get?
      - Personal development and training
      - Equipment and Services
- 

## The Great KCC Road Trip

A chance for new and re-elected Members to see KCC's frontline services for each directorate up close



## KCC Road Trip - Itinerary

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### ○ E&R

- Highways Depot (Ashford)
- Allington Waste Management Facility
- Shorne Woods County Park
- Eastern Quarry Observatory
- Ebbsfleet Station
- Northfleet Station
- Swanscombe peninsular
- Ingress Park
- Crossways Business Park

### ○ CMY

- Turner Contemporary
- Margate Gateway
- The Cube (Adult Ed)
- A Youth Centre
- A visit with Community Warden
- Beaney Library
- Accompany Trading Standards Officer
- Visit to Kent Youth County Council
- Visit to Bewl Water (Youth Service facility)



## KCC Road Trip - Itinerary

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○ CED

- Commercial Services
- Legal and Democratic

○ KASS

- Westview
  - Margate Gateway
  - Broadmeadow
  - Age Concern
  - Folkestone Day Opportunity Centre
  - Dorothy Lucy Centre
  - Southfields Respite
  - Crawford Centre
  - Better Homes: Active Lives Sites
- 



## KCC Road Trip - Itinerary

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- CFE
    - Children's Centres
    - Folkestone Academy
    - Marlowe Academy
    - Respite Centres
    - Appledore Centre
    - 6 Bells (Family Support)
    - The Willows
    - Vocational Centres
  - Voluntary Sector
- 



## Talent Management

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- Providing Members with opportunities to accelerate their development via:
  - Shadowing
  - Coaching and Mentoring
  - Personal Development Programme



## Modern Member

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- Use of an e-learning tool containing bite-size 30 minute modules. The topics include:
    - Your role as a Member
    - Intro to local government
    - Code of Conduct
    - Community Leadership
    - Working with the media
    - IT for local government
    - Overview and Scrutiny
    - Public Speaking
    - Licensing and Regulation
    - Chairing Meetings
    - Risk Management
    - Equality and Diversity
    - Crime and Disorder for Councillors
- 





## Directorate Seminars/Webinars

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- Up to 1 hour overview of key issues and projects relating to each of the directorates
- These seminars will be delivered both in person and as webinar sessions at your desk

## Seminar/Webinar – Topics by Directorate

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- E&R
  - Directorate Challenges
  - E&R's budget
- CMY
  - Key Projects (Turner, Kent History Project)
  - Community Safety Policy
  - Kent School Games
  - Olympics Preparations
  - Cultural Strategy
  - Youth Service
  - Emergency Planning
  - KDAAT
  - Youth Offending

## Seminar/Webinar – Topics by Directorate

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### o CED

- Overview of Commercial Services
- Operation/ Income Generation
- Legal Services
- Gateway Strategy
- Kent TV
- Climate Change
- Kent Film Office
- Leadership Programme
- Office Transformation

### o KASS

- Active Lives
- Care and Support – Funding and Sustainability
- What makes a good day?
- East/West Kent Overview
- Mental Health Overview
- Supporting People
- Gypsy and Travellers
- Sensory Services
- Assistive Technology
- Building Community Capacity

## Seminar/Webinar – Topics by Directorate


---

- CFE
  - Early Years Quality and Funding
  - Primary Attainment
  - 14-19 Developments and Diplomas
  - CFE Budget
  - Children's Services Partnerships
  - The Impact of Poverty on Children and Families
  - Building Schools of the Future
  - Schools' ICT
  - Kent Children's Trust
  - Health for Children and Young People



## IT Training – Power Hour

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- In addition to the training outlined in the next section. Members can access Power Hour training.
  - These 1 hour sessions will focus on IT programmes relevant to the individual at will delivered at their desk
- 



## Continuous development:

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- Psychometric Testing
- Personal Development Review
- Self Assessment tool that maps into the I&DeA skill framework for Members
- A range of training events and resource materials have been identified that map into the I&DeA skill framework for elected Members. The skill framework areas are:
  - Community Leadership (CL)
  - Regulating and Monitoring (RM)
  - Scrutiny and Challenge (SC)
  - Communication Skills (CS)
  - Working Partnership (WP)
  - Political Understanding (PU)
  - Providing Vision (PV)
  - Managing Performance (MP)
  - Excellence in Leadership (EL)

## **Maidstone Rural North**

### **1. Environment and Regeneration:**

#### **Community Operations Service Group:**

If there are any queries or requests of KHS from the public, parish and local councils, KHS has set up a dedicated unit. The phone number for any member of the public to ring in is **08458 247 800**.

For Maidstone district a members query would be directed the Community Liaison Officer, Louise Codman on **01622 798310**

**Strategic Planning: Executive officer to the managing director:** Alison StClair Baker  
**01622 221926**

**Waste:** Head- Caroline Arnold **01622 605990**

Service delivery and future operations: Peter Horn **01622 605996** mob. **07860 524297**

Waste Liaison Officer, Alex Foreman **01622 605988**

### **2. Community Safety:**

**County manager, Community Safety:** Stuart Beaumont **01622 694878**

#### **Kent Community Wardens:**

*Tonbridge and Malling and Maidstone Area Supervisor:* Martin Smith **07969 584173**

*Bearsted:* Dawn Riach-Brown **07813 712105**

#### **Neighbourhood Policing:**

*Maidstone Urban Policing team:* Inspector Adam Jones, **01622 604391**

*Maidstone Rural Policing team:* Inspector Ian Sandwell **01622 604392**

**Trading Standards:** Sue Edmunds **01622 221001**

*Public enquiries, use:* **08458 247247**

### **3. Children, Family and Education:**

#### **Youth and Community:**

*Head:* Nigel Baker, Invicta House 3<sup>rd</sup> Floor Tel. 01622 696569

*Area Youth Officer:* Angela Ford, Mid Kent Area Education Office, Bishops Terrace, Bishops Way, Maidstone ME14 1AF Tel. 01622 605159

#### **Education:**

*Area Children's Services Officer:* Chris Jones **01233 898560**

*Local Children's Services Officer:* Maidstone 1 Julie Stones **01732 525113**

Maidstone 2 Hilary MacDonald **01622 605114**

**Head of Children's services, Mid Kent:** Cathy Yates **01233 652150**

**Head of operations, Unaccompanied Asylum seeking children:**

Karen Goodman **01622 605258**

### **4. Kent Adult Social Services:**

**Maidstone District manager:** Chris Cogdell **01892 515045**

### **5. Kent Fire and Rescue:**

**01622 682121**

### **6. Kent Messenger contact:**

*Bearsted:* Martin Hider, **01622 736327**

*Boxley:* Alison Dickerson **01622 762334**

*Bredhurst:* Pam Merryweather **01634 366370**



## **7. Maidstone Borough Council:**

*Contact number:* 01622 602000 website [www.maidstone.gov.uk](http://www.maidstone.gov.uk)

**LSP:** Jim Boot, Community Planning Co-ordinator, Maidstone Borough Council & Local Strategic Partnership (LSP). Maidstone House, King Street, Maidstone ME15 6JQ T: 01622 602246 M: 07818 411597

**Director, Economic Development:** Brian Morgan **01622 602000**

**Economic Development Officer:** John Foster **01622 602000**

## **8. Parish Council Clerks:**

### ***Boxley:***

Pauline Bowdery, Parish Office, Beechen Hall, Wildfell Close, Walderslade, ME5 9RU  
**01634 861237**

*Chairman: Martin Pepper*

### ***Bredhurst:***

Melanie Fooks, Camellia, Dunn Street, Bredhurst, ME7 3NB **01634 370830**

*Chair: Vanessa Jones*

### ***Bearsted:***

Mr. C.E Palferman, Madginford Hall, Egremont Road, Bearsted, ME15 8LH

**01622 630165**

*Chairman: Mr. P. Walton*

## **9. Third sector:**

### ***Community Support Centre:***

39-48 Marsham Street Maidstone ME14 1HH **01622 690369**

### ***Citizens Advice Bureau:***

2 Bower Terrace, Tonbridge Road, Maidstone ME16 8RY **01622 752420**

### ***Voluntary Action Maidstone:***

39-48 Marsham Street Maidstone ME14 1HH **01622 690369**

**Member Learning Resource Library**

Resource Name	Type	Source	I&DeA Framework Mapping
Understanding Scrutiny	Audio CD and Booklet	Calderdale Council	Scrutiny and Challenge
Improving your Scrutiny Skills	Audio CD and Booklet	Calderdale Council	Scrutiny and Challenge
How to be an Effective Chair of Scrutiny	Audio CD and Booklet	Calderdale Council	Scrutiny and Challenge, Communication Skills
Take the Chair	Audio CD	Calderdale Council	Communication Skills, Excellence in Leadership
Radio Skills	Audio CD and Booklet	Calderdale Council	Communication Skills, Community Leadership
Breaking Bad News	Audio CD and Booklet	Calderdale Council	Communication Skills, Community Leadership
Skills of Chairing Meetings	Audio CD	SEE	Communication Skills, Excellence in Leadership
Speed Reading for Success	Audio CD		Communication Skills
A Practical Approach to Local Government Law	Book		Political Understanding
Eat that Frog! (Time Management)	Book		
Time for Time	Audio CD		





By: Alex King, Deputy Leader of the Council  
Director of Law and Governance

To: Selection and Member Services Committee – 23 January 2009

Subject: Appointment of Honorary Aldermen

Classification: Unrestricted

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Summary: This report sets out the procedure and criteria to appoint Honorary Aldermen and seeks the Committee's views on the way forward.

#### FOR DECISION

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- 1) At the meeting of this Committee on 8 October 2008 a report was requested on the procedures for appointing Honorary Aldermen of the Council.
- 2) Under Section 249 of the Local Government Act 1972 “a principal Council may, by a resolution passed by not less than two thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose with notice of the object, confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent services to the Council as past Members of that Council, but who are not then Members of the Council”.
- 3) There is no statutory guidance on definition of “eminent services”, although it is recommended that each Council should have its own criteria for an appointment and on that basis the following criteria are suggested for approval:
  - The title may be conferred on persons who have, in the opinion of the Council, rendered “eminent services” to the Council as past Members, but who are no longer serving Members;
  - There shall be no specific definition of “eminent services”, it being left to the discretion of the Council at the time to assess and recognise any individual's contribution to the activities of the Council and the wellbeing of the county of Kent;
  - Nominees would normally require a minimum period of 12 years past service as a Member of the Council;
  - In accordance with Section 249 of the 1972 Act, nominees would have to receive the support of not less than two-thirds of the Members voting thereon at a Special Council meeting convened for the purpose.
  - Nominations can be made by any Group Leader. However, before proceeding, officers and Members should, via the party groups, establish whether or not the nomination would be likely to receive sufficient support to proceed;

- Honorary Aldermen should be invited to relevant civic ceremonial events, including the Annual Council meeting, the Chairman's Civic Reception, and any future appointment of Honorary Aldermen;
- The status of Honorary Aldermen carries no special right to attend or address meetings of the Council or its Committees or to receive any allowances or payments to which serving Members are entitled. However, at the discretion of the Chairman, a nominee for Honorary Alderman may (if present) be invited to respond to the vote conferring that status;

4) Members are invited to recommend to the Council that the criteria for appointing Honorary Aldermen of the Council be approved. Subject to approval of the criteria, nominations will be sought and agreed with Group Leaders prior to the arrangement of a Special Council meeting.

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01622 694354  
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**By:** Alex King – Deputy Leader of the Council  
Peter Sass – Head of Democratic Services and Local Leadership

**To:** Selection and Member Services Committee – 23 January 2009

**Subject:** APPOINTMENTS TO OUTSIDE BODIES – LADY JOANNA THORNHILL FOUNDATION

**Classification:** Unrestricted

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**Summary:** To consider a request by the Lady Joanna Thornhill Foundation to appoint Mrs Glenda Hughes as the County Council's representative on the Foundation

#### **FOR DECISION**

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#### **INTRODUCTION**

1. The Lady Joanna Thornhill Foundation is the governing body for an endowment left by Lady Thornhill (who was lady-in-waiting to Catherine of Braganza, wife of King Charles II) in 1708 "for the benefit of the poorest children of Wye for their better education." It supports Lady Joanna Thornhill's (Endowed) Primary School, which is also known as "Wye Primary School" on its website.
2. The Foundation's membership includes a representative nominated by Kent County Council. This position has traditionally been filled by a member of the local community.

#### **REQUEST FOR A NEW REPRESENTATIVE**

3. This Committee appointed the Rev Steven Lillicrap as the County Council's representative to the Governing Body on 16 December 2004.
4. The Clerk to the Governors wrote on 13 October 2008 requesting a replacement for Rev Lillicrap, who has resigned to take up a new Church appointment in Teynham.
5. The Clerk's letter also contained a request for the County Council to appoint Mrs Glenda Hughes of 11 The Close, Chequers Park, Wye. In support of this nomination he wrote:-

"Mrs Hughes runs the Mother and Toddlers Group and the Pre-School Playgroup and knows many of the young people that the Foundation helps and we believe Mrs Hughes is well suited to become a Governor."

## **RECOMMENDATION**

6. That the Committee AGREES to appoint Mrs Glenda Hughes as the new KCC representative to the Governing Body of the Lady Joanna Thornhill (Endowed) Primary School in place of the Rev Steven Lillicrap.

Andrew Tait  
Democratic Services Officer  
Tel: 01622 694342

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*Background Documents*  
*None.*