



AGENDA

SELECTION AND MEMBER SERVICES COMMITTEE

Tuesday, 23 March 2010 at 2.30 pm
Wantsum Room, Sessions House, County
Hall, Maidstone

Ask for: **Andrew Tait**
Telephone: **01622 694342**

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 - 27 January 2010 (Pages 1 - 4)
4. Appointment of Parent Governor Representative (Pages 5 - 6)
5. Mental Health Act Guardianship Sub-Committee (Pages 7 - 8)
6. Outside Bodies - Membership of Rochester Diocesan Board of Education (Pages 9 - 12)
7. Proposed restructuring of the Community Liaison Team (Pages 13 - 20)
8. Other Items which the Chairman decides are Urgent

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

Wednesday, 17 March 2010

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.

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KENT COUNTY COUNCIL

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, 27 January 2010.

PRESENT: Mrs P A V Stockell (Chairman), Mr N J D Chard, Mr L Christie, Mrs T Dean, Mrs S V Hohler, Mr A J King, MBE and Mr K G Lynes

APOLOGIES were received from Mr P B Carter and Mr R A Marsh.

IN ATTENDANCE: Mr P Sass (Head of Democratic Services and Local Leadership) and Mr A Tait (Democratic Services Officer)

UNRESTRICTED ITEMS

1. Minutes - 4 December 2009

(Item 3)

RESOLVED that subject to Mr D L Brazier being recorded as a Substitute for Mr P B Carter, the Minutes of the meeting held on 9 December 2009 are correctly recorded and that they be signed by the Chairman.

2. The Local Democracy, Economic Development and Construction Act 2009

(Item 4)

(1) The Committee agreed to receive a report at its next meeting giving an update on the number of Officer posts listed as politically restricted following the removal of the requirement to politically restrict a post that exceeds a specific salary.

(2) RESOLVED that: -

- (a) the report be noted;
- (b) the County Council be requested to designate the Overview, Scrutiny and Localism Manager as its Scrutiny Manager in accordance with Section of the Local Democracy, Economic Development and Construction Act 2009; and
- (c) a report be presented to the next meeting of the Committee giving an update on the number of Officer posts listed as politically restricted following the removal of the requirement to politically restrict a post that exceeds a specific salary.

3. "Listening to Communities": Consultation on the draft statutory guidance on the duty to respond to petitions

(Item 5)

(1) The Committee noted that the final sentence of paragraph 1 (3) of the report should read "The Deputy Leader will submit a response on behalf of the County Council."

(2) The Committee noted that the Cabinet Scrutiny Committee was considering the effectiveness of the County Council's consultation procedures. It agreed that its conclusions would be submitted to this Committee for its consideration.

(3) RESOLVED:-

(a) to note that the cross-party Local Petition and Call For Action Informal Member Group has been reconvened to draft a response to "Listening to Communities: Consultation on the draft statutory guidance on the duty to respond to petitions";

(b) that this draft response be recommended to the Deputy Leader to inform his response on behalf of the County Council before the deadline on 24 February 2010; and

(c) that the Cabinet Scrutiny Committee's eventual conclusions on the County Council's consultation procedures be considered at a future meeting of this Committee.

4. Kent Children's Trust

(Item 6)

(1) The Committee agreed in respect of paragraph 4 of the report that only one of the three Deputy Cabinet Members for Children, Families and Education would be appointed to the Kent Children's Trust County Board.

(2) RESOLVED that the County Council's elected representation on the Kent Children's Trust County Board consist of the Cabinet Member for Children, Families and Education; a deputy Cabinet member for Children, Families and Education; and one Member to be nominated by each of the Liberal Democrat and Labour Groups.

5. Appointments to Kent Savers Shadow Board

(Item 7)

RESOLVED that the Leader's recommendation to appoint Mr R Tolputt to the Shadow Board (Kent and Medway Financial Inclusion Partnership) of Kent Savers be agreed.

6. Security arrangements at County Hall

- (1) The Chairman agreed that this item be taken as an Urgent Item on the grounds that the UK's security alert level had recently been upgraded.
- (2) Mr L Christie raised the concern that he could see no obvious signs that security within County Hall had been upgraded in response to the upgrading of the UK's security status.
- (3) In discussion of this matter, the Committee noted that it was possible for members of the public to gain access to a number of areas within Sessions House before they needed to use a security swipe.
- (4) Mrs T Dean raised concerns over the security arrangements in respect of the Invicta House Car Park following the recent decision to withdraw the Reception service from that building.
- (5) RESOLVED that the Head of Democratic Services and Local Leadership initiate an investigation of this matter with Kent Facilities Management and that a report be made to the next meeting of the Committee.

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By: Mr A J King, Deputy Leader
To: Selection and Member Services Committee – 23 March 2010
Subject: Appointment of Parent Governor Representative
Classification: Unrestricted

Summary: Members are invited to appoint one Parent Governor Representative.

Introduction

1. (1) In accordance with the Local Government Act 2000, the County Council is required to appoint Parent Governor Representatives to serve on the Cabinet Scrutiny Committee (when education matters are discussed) and on the Children, Families and Education Policy Overview and Scrutiny Committees.

(2) In accordance with the Constitution (Appendix 2 Part 2), two Parent Governor Representatives in total are appointed for a four year term to serve on the Cabinet Scrutiny and the three Children, Families and Education Policy Overview and Scrutiny Committees.

(3) In the summer of 2009, two such representatives were appointed to these committees, but one seat has since become vacant and needs to be filled for the remainder of the present term of office which finishes at the end of April 2013.

(4) Nominations for Parent Governor Representatives were sought once again from all Parent Governors in the Kent LEA area. Only one nomination was forthcoming by the stated closing date, so no election was needed on this occasion.

Parent Governor Representative

2. The only Parent Governor Representative nomination received was from Mr Brian Critchley of Ashford. The statement which Mr Critchley submitted with his nomination form is as follows:-

I am a lecturer at the London Metropolitan University Business School, lecturing in employment studies and corporate governance. In terms of what I can bring to the role, I have a good understanding of governance issues and particularly the role and responsibilities of representing the interests of particular stakeholders, such as parent governors, within decision-making bodies. As well as the practical experience of having been a parent governor, I am chair of the curriculum committee and volunteer within the school one afternoon a week.

Recommendation

3. The Committee is asked to appoint Mr Critchley to serve as a Parent Governor Representative on the Cabinet Scrutiny Committee (when it considers education matters) and on the Children, Families and Education Policy Overview and Scrutiny Committees for the present term of office which finishes at the end of April 2013.

Peter Sass
Head of Democratic Services and Local Leadership

(01622) 694002

Background documents: Nil

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

To: Selection and Member Services Committee
23 March 2009

Subject: Mental Health Act Guardianship Sub Committee

Classification: Unrestricted

Summary: This requests the Committee to recommend to the County Council the establishment of a sub-committee of the Regulation Committee to consider applications under section 23 of the Mental Health Act 1983 to discharge a person from guardianship.

1. (1) Under section 7 of the Mental Health Act 1983 (MHA 1983), applications for guardianship signed by two doctors and an Approved Mental Health Professional (AMHP) are received on behalf of KCC and entered into the Guardianship Register kept at County Hall. KCC as a guardian can require that the person subject to the guardianship lives in a certain place, accesses health professionals and attends appointments relating to their care and treatment.

(2) The Mental Health Act 2007 (MHA 2007) introduced changes in respect of guardianship orders and amended the regime for health authorities in discharging patients subject to guardianship. As a consequence of these changes, the role of Local Authority Social Services departments to actively consider the discharge of such patients has come into force.

(4) KCC currently has 55 people who are the subject of guardianship orders across the county. Although it does not appear that any discharges have been made in the last three years, it is necessary for the County Council to have a process for considering any applications that may arise.

(5) It is proposed that this should come within the remit of the Regulation Committee, allowing it to convene an ad hoc sub-committee of Members to discharge this function. As Members with the most knowledge of social services mental health issues are likely to serve on the Adult Social Services Policy Overview Committee it is suggested that the majority of the sub-committee is made up of Members from that Committee. The Sub Committee would be supported in coming to its decision through the presentation of reports and the advice from an experienced officer from Kent Adult Social Services Directorate.

Recommendation

2. That the Selection & Member Services Committee recommend to the County Council at its meeting on 13 May 2010 that it approve the following addition to the terms of reference for the Regulation Committee:

“(g) the discharge of persons who are subject to guardianship, pursuant to section 23 of the Mental Health Act 1983 on the recommendation of the Director of Kent Adult Social Services.

(The Council agreed on 13 May 2010 that function (g) could be delegated to a sub-committee of at least three Members one of whom should be a Member of the Regulation Committee and the others to be Members of the Adult Social Services Policy Overview and Scrutiny Committee (who must not also be members of a Foundation Trust). The decision to discharge must be agreed by at least three Members or where there are more Members on the sub-committee by a majority of the Panel)”

Peter Sass
Head of Democratic Services and Localism
01622 694002

Background documents

None

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

To: Selection and Member Services Committee – Tuesday, 23 March 2010

Subject: OUTSIDE BODIES – MEMBERSHIP OF ROCHESTER DIOCESAN BOARD OF EDUCATION

Classification Unrestricted

FOR DECISION

Introduction

1. Kent County Council is entitled to nominate a representative to the Rochester Diocesan Board of Education.
2. Mrs Green was appointed to the Board in July 2009 following the Local Government elections. She has recently resigned (letter attached as an Appendix).
3. The Diocesan Board has asked for whether a new representative can be appointed, initially for the period up to 1 December 2011.

Representation

4. It has been the County Council's practice that when a position becomes vacant, it falls to the original representative's Group to nominate a replacement. On this occasion, the Labour group has declined to nominate a replacement. It therefore falls to the Committee to make the nomination

RECOMMENDATIONS:

5. The Committee is asked to agree who will represent the County Council on the Rochester Diocesan Board of Education.

Peter Sass: Head of Democratic Services and Local Leadership

Officer Contact: Andrew Tait
Democratic Services Officer
(01622) 694342

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Our Ref:

Your Ref:

LEGAL & DEMOCRATIC SERVICES

25 FEB 2010

RECEIVED

APPENDIX
THE CHURCH
OF ENGLAND

Diocese of
Rochester

Board of Education

Kent County Council
Legal and Democratic Services,
Sessions House,
County Hall,
Maidstone,
Kent ME14 1XQ

22nd February 2010

Dear Sirs,

Membership of Rochester Diocesan Board of Education.

Mrs. Elizabeth Green has resigned her position as KCC's representative on the Rochester Diocesan Board of Education.

I would be grateful therefore if you would let me have the name and contact details for KCC's representative on the Rochester Board of Education for the period 01 March 2010 to 1 December 2011 as soon as possible.

Kind regards,

Yours faithfully,

Mrs Teresa Spearink
PA to the Board of Education.

Rochester Diocesan Board of Education, St Nicholas Church, Boley Hill, Rochester, Kent ME1 1SL
Telephone 01634 560000 • Fax 01634 408942 • Email: education@rochester.anglican.org

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"Proclaiming the Word and Work of God"

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

To: Selection and Member Services Committee – 23 March 2010

Subject: Proposed Restructuring of the Community Liaison Team

Summary: This report sets out for the Committee's comment and approval the proposals to restructure the Community Liaison Manager Team.

Introduction

(1) The County Council has a commitment to work with its partners in the public, private and voluntary sectors, to develop effective ways of working to liaise, inform and empower our local communities. The emerging legislative framework on promoting democracy, the economic downturn and on-going financial pressures across the public sector have brought this into sharp focus.

(2) The Committee will be aware that a number of different models of community engagement have been developed across the County, with the intention that a review of these models will be reported to the County Council in December this year. Current models range from Neighbourhood Fora in Dover, Gravesham and Maidstone, Local Engagement Fora in Swale, individual Member Neighbourhood Fora, and the development of a "Virtual Civic Space".

(3) A range of initiatives have also been developed to embrace the 'promoting democracy' and 'duty to involve' legislation. There have already been a number of events on the theme of Participatory Budgeting which were successful and these events have in turn enthused a number of other Members to pilot an event of their own.

Proposed Restructuring of the Community Liaison Manager Team (CLMs)

(4) The CLM Team sits within the Legal & Democratic Services Unit and for day to day operation and line management responsibility reports to the Overview, Scrutiny and Localism Manager (Paul Wickenden). Attached as **Appendix 1** is the current structure showing 10 CLM posts (3 of which are not permanent but have been filled by secondment - one of these posts is vacant at the present time). Whilst there is funding for these posts in the base budget, they have not been made permanent pending decisions on the County Council's community engagement strategy. In addition, there are two permanent Business Support Officer posts, which provide vital support to the CLMs, particularly in relation to the grants process and support for meetings.

(5) There is a clear synergy between the emerging national frameworks for community empowerment and increased overview and scrutiny. It provides an opportunity to join the two together in an effective and non-bureaucratic way. The Leader and Cabinet Members have agreed that the role of the CLMs is pivotal in relation to enhanced two-tier working; community engagement and supporting Members in their roles as "community councillors"; they have agreed in principle that the resources for the team should be enhanced. Essentially, the following proposals are made:

- the existing CLM posts be re-named Community Engagement Managers (CEM)
- the two currently temporary posts be made permanent positions

- the overall resources for the team be increased from 10 CEMs to 12 CEMs, plus the two existing business support officers
- two of the 12 CEMs should be appointed as team leaders, each with responsibility for a geographical area (East and West Kent) with line management responsibility for the CEMs in those areas and one of the business support officers
- a recruitment exercise be undertaken to appoint the two team leader positions and the additional permanent CEM positions

(6) The Committee is asked to approve this revised structure and note that the additional funding required (approximately £125k including on-costs in 2010/11), will be funded on a one-off basis this year and will form part of the Medium Term Plan for future years. A revised proposed team structure is set out at **Appendix 2**. A draft Job Description for the team leader posts is shown at **Appendix 3**.

Consultation with the Localism Team

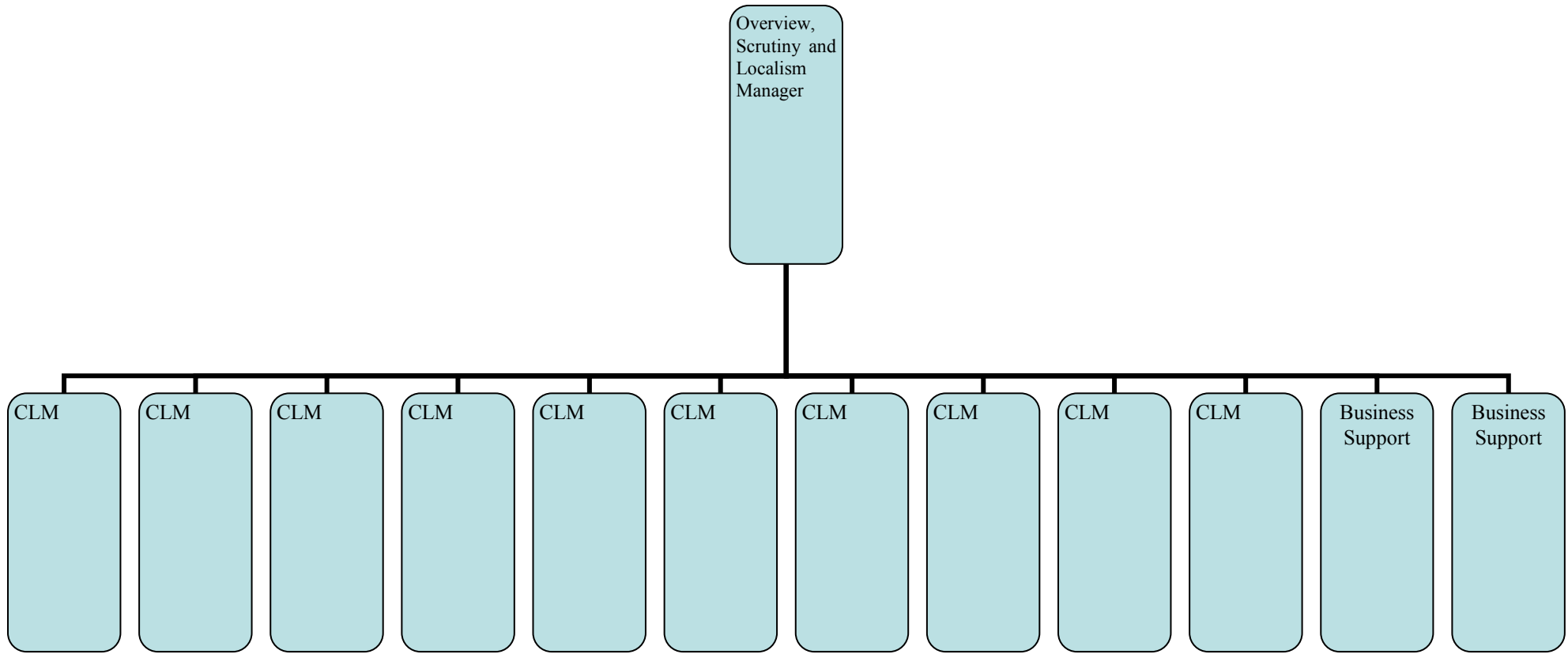
(7) Three consultation meetings have taken place during March with the CLMs. All staff have had ample opportunity to express their views on the proposals. The unanimous view is that the additional resources for the team and the clear message of support for the work of the team is hugely welcomed and the team is committed to ensure that the new structure is a success. A further meeting with the team will take place very shortly involving the Head of Democratic Services & Local Leadership and the Overview, Scrutiny and Localism Manager to discuss and agree the division of responsibilities between the unit managers, the team leaders and team members.

Recommendation:

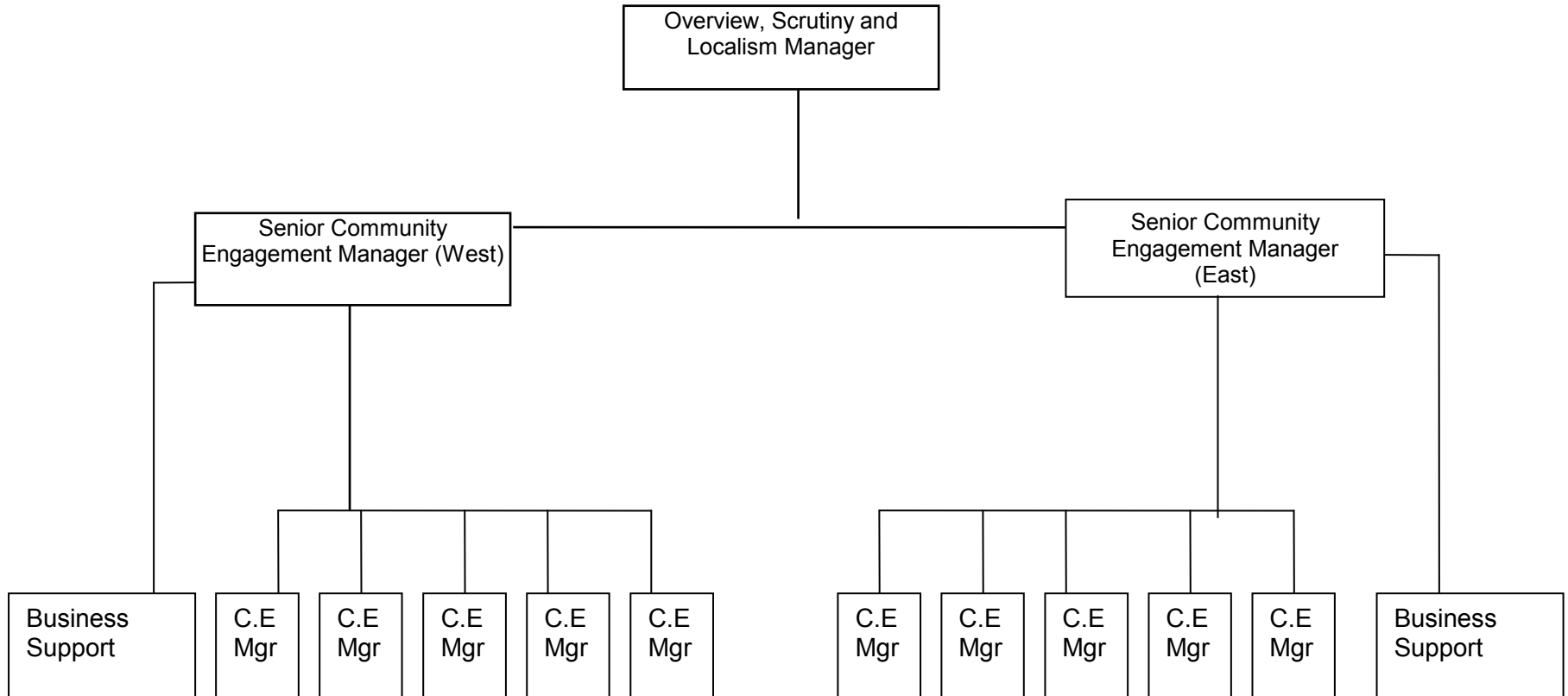
That the Committee approves the proposed restructuring of the Community Liaison Manager Team as described above and that authority be delegated to the Head of Democratic Services & Local Leadership to finalise the job descriptions for the team leader posts and undertake the recruitment exercise.

Paul Wickenden, Overview Scrutiny and Localism Manager
Tel No: 01622 694486
e-mail: paul.wickenden@kent.gov.uk

Background Information: None



LOCALISM



**KENT COUNTY COUNCIL
CHIEF EXECUTIVE'S DEPARTMENT**

LEGAL & DEMOCRATIC SERVICES

JOB TITLE: Senior Community Engagement Manager

GRADE: KS12 (subject to evaluation)

RESPONSIBLE TO: Overview Scrutiny and Localism Manager

JOB PURPOSE

Lead a group of Community Engagement Managers in the delivery of the County Council's community engagement activity and carry out the role of a Community Engagement Manager in relation to a specific District.

The Community Engagement Managers are the principal contacts for co-ordinating the County Council's community engagement activities in the area(s) they are allocated.

The Community Engagement Managers will act as a conduit for the County Council (but will not speak or make decisions on the County Council's behalf) e.g. Local Strategic Partnerships, Crime and Disorder Reduction Partnerships, etc.

ACCOUNTABILITIES:

As Team Leader:

1. Direct, manage and motivate the work of a team of Community Engagement Managers and Business Support staff to ensure an effective service is maintained.
2. Manage relevant budgets to ensure effective use of financial resources and compliance with financial regulations.
3. Provide expert professional advice to senior managers, Members and the Overview, Scrutiny and Localism Manager to ensure the collaboration, with Partners, on the development of a range of models/methods of community engagement to meet the emerging agenda of citizen engagement.
4. Deputise, as required, for the Overview, Scrutiny and Localism Manager to ensure continuity of service.
5. Build and ensure the maintenance of effective and sustainable networks of local contacts and relationships with key partners (public, private and voluntary sectors) to develop effective methods of community engagement to respond to the needs of the community.
6. Lead and direct, along with Partners, the development of a range of communication tools, including use of new technology to develop a range of innovative ways in which communities can be empowered helping communities wherever possible to take ownership and responsibility in providing the solutions for the services a community demands.

7. Lead, in liaison with the Overview, Scrutiny and Localism Manager, the Council's response to the empowerment agenda, e.g. the duty to involve; and to be responsible for overview and scrutiny of issues at a locality level.
8. Direct and manage effective partnership working to ensure that every opportunity is given to individuals and organisations within a locality to access those funds which are available for allocation to worthy projects within the Community. Allocation of these funds (subject to the appropriate approvals) will be distributed either through the schemes already developed for the elected Members or through the community(ies) deciding the priorities.

**KENT COUNTY COUNCIL
CHIEF EXECUTIVE'S DEPARTMENT**

LEGAL & DEMOCRATIC SERVICES

JOB TITLE: Senior Community Engagement Manager

GRADE: KS12 (subject to evaluation)

RESPONSIBLE TO: Overview Scrutiny and Localism Manager

PERSON SPECIFICATION

Requirements		
<p>Qualifications</p> <ol style="list-style-type: none"> 1. Honours degree or equivalent 2. A post-graduate degree or equivalent 3. Substantial experience in Local Government or service-related private sector organisation 4. A management qualification 	Any two of these are required	
<p>Demonstrable understanding of the potential conflicts that can arise between:</p> <ul style="list-style-type: none"> • competing service priorities in a locality • corporate needs and front-line service pressures <p>and an ability to manage these pressures to achieve a desired outcome.</p> <ul style="list-style-type: none"> • Thorough understanding of the strategic and political context of KCC and Partners 	E	
<p>Substantial experience of and a proven track record of working effectively with the public, elected councillors and Senior Officers in service delivery or policy development. (Preferably in a similar role of community engagement)</p>	E	
<p>Experience in application of professional knowledge combined with personal skills in achieving specific objectives</p>	E	
<p>Experience of working in partnership with other organisations to deliver agreed objectives</p>	E	
<p>Relevant experience of local government in Kent or of the relationships and interactions within a two tier local government structure</p>	E	
<p>High-level interpersonal and communication skills; experience of using tact and sensitivity in demanding situations</p>	E	
<p>Experience of successful Budget and project management</p>	E	

Management experience	E	
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