



## AGENDA

### SELECTION AND MEMBER SERVICES COMMITTEE

**Wednesday, 16 January 2008 at 10.00 am**  
**Swale 3, Sessions House**  
**County Hall, Maidstone**

Ask for: **Mary Cooper**  
Telephone: **01622 694354**

#### **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 - 10 October 2007 (Pages 1 - 2)
4. Council Chamber IT Project (Pages 3 - 6)
5. Improvement to the Members' Lounge (Pages 7 - 8)
6. Member Development Policy and Strategy (Pages 9 - 10)
7. The Alliance (Coalfield Communities Campaign) (Pages 11 - 12)
8. A Picture of Health for Outer South East London (This is a Joint Committee with South East London Boroughs) (Pages 13 - 14)

#### **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)*

Stuart Ballard  
Head of Democratic Services  
(01622) 694002

**8 January 2008**

*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.*

This page is intentionally left blank

10 October 2007

**KENT COUNTY COUNCIL**

---

**SELECTION COMMITTEE**

MINUTES of a meeting of the Selection Committee held at Sessions House, Maidstone on Wednesday, 10 October 2007.

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

OFFICERS: Mr P D Wickenden, Democratic Services Manager and Mrs M E Cooper, Democratic Services Manager.

**UNRESTRICTED ITEMS****15. Minutes**

*(Item 2)*

RESOLVED that the Minutes of the meeting held on 6 July 2007 are correctly recorded and that they be signed by the Chairman.

*Matters Arising*

(a) Caldecott Foundation School

Due to the lack of any further response from the Caldecott Foundation the Committee agreed that no further action be taken.

(b) Members Allowances

The Committee requested that the annual presentation of Members Allowances be agreed with the three Party Whips prior to publication.

**16. Dates of Meetings 2008**

*(Item 4)*

RESOLVED that the following dates be agreed for 2008:-

16 January at 10am  
26 March at 2.30pm  
4 July at 10am  
8 October at 10am

**17. The South East Charter for Elected Member Development**

*(Item 5)*

RESOLVED that:-

- (a) a Member Steering Group comprising Mrs P Stockell, Mr R Parry, Ms A Harrison and Mrs T Dean be established; and

- (b) periodic reports by the Steering Group be submitted to the Selection Committee.

**18. Member Information User Group**

*(Item 6)*

RESOLVED that a Member Steering Group comprising three Members be set up, under the Chairmanship of Mrs T Dean, to report to Selection Committee on the best methods for disseminating information to Members and the utilisation of the Information Point to the full.

**19. Representation on South East Employers**

*(Item 7)*

RESOLVED that Mrs P Stockell, Mr K Lynes and Ms A Harrison be nominated to serve on the South East Employers for the period 2007/08.

**20. Policy Reviews**

*(Item 8)*

RESOLVED that the report on the modernisation of the Code of Conduct for Officers be noted.

**21. Any other Business**

(1) The Committee suggested that its name be changed to Selection and Member Services Committee and asked that Council's approval be sought.

(2) The Committee agreed that costings be sought for upgrading the Member's lounge and a report be submitted to the next meeting.

By: Chairman of the Selection and Member Services Committee

To: Selection and Member Services Committee – 16 January 2008

Subject: Council Chamber IT Project

Classification: Unrestricted

---

Summary: To report the Project Closure Summary and Costs

---

## **1. Business Ownership**

The statement of requirements was agreed through Mary Cooper, Democratic Services Manager (Council, Governance and Appeals). The project implementation document (PID) was signed off by Facilities Management, the budget holders.

## **2. Original Requirement/Objective**

The County Council required some modernising of the Council Chamber. This was approved by the Selection Committee to address the following:

- (i) the existing Auditel system provided only basic agenda item and voting information on two wallboards. These had been installed in 1987 as part of the Council Chamber refresh. The Auditel system was able to support more functionality than these wallboards could display.
- (ii) there is a web-casting facility which is supported by Public Eye and which uses four web cameras; however there was no integration of this system with other ICT in the Chamber.
- (iii) presentations were only supported by a standalone presentation white screen which required a projector to be set up for any required use and the content of the display was not visible via the web cameras, any content for the Internet required manual insertion.
- (iv) there was no PC access to KCC systems, email or files, within the Chamber. The requirement was to enable the Chamber to be used as a point to point (with option to upgrade to multipoint) video conferencing facility to enable its use to interact with other Councils / Agencies.

## **3. Budget Approval**

The Selection Committee approved a budget of 'up to £60K inclusive of VAT which is either reclaimable or non-chargeable' to procure all the specified equipment and services, installation and any necessary remedial works.

## **4. Equipment and Facilities Installed**

- 2 x Plasma screens replacing wallboards to display enhanced information from the Auditel system

- Renewal of PC controlling the Auditel system
- 3 x 7ft screens with projectors (2 at front - 1 at rear) to display any output from PCs on front desk or Auditel output
- PCs on front desk - One on KCC network (dual monitors) for KCC staff access and one with direct internet access for external users of the facility
- Video conferencing facility using existing webcast cameras and new displays
- Display control system to enable content to be displayed on any combination of screens/plasmas
- 2 x digital clocks linked to Auditel system

## **5. Potential Uses**

- PowerPoint presentations and Auditel content to any combination of screens
- Agenda items, motions & their amendments and any required additional content to any combination of screens
- Multimedia/audio visual content to any combination of screens
- Display of any pre prepared or ad hoc content available on PCs which could include pre scanned/digital plans, websites or incoming emails subject to any necessary manual mediation of content
- Video conferencing (but not concurrent with webcasting) with partners

## **6. Ongoing Support**

(1) Facilities Management offer technical support (arranged for the appropriate suppliers) at additional at the time of taking bookings for the facility.

(2) Auditel continue to supply support for the sound, voting and display systems under a new 1 year support contract.

(3) Public I continue to support the webcasting facility.

(4) ISG Technical Staff have received basic training on the set up and functioning of the complete systems in order to provide an on site support facility.

## **7. User Training**

(1) Training in the use of the new facilities has been provided by Auditel to identified Legal & Democratic Services Staff.

(2) It is essential to ensure that the maximum benefit is obtained from the new systems that appropriate staff are fully trained in its use and that the training is maintained.

(3) As with all presentations advance preparation is paramount.

## 8. Demonstration of New Facilities

A demonstration of the functionality and potential uses of the facilities, including the Video Conferencing facility could be arranged if required.

## 9. Final Costs

ITEM	Cost ex VAT	VAT	Total inc. VAT
Equipment	£ 33174	£ 5805	£ 38979
Supplier Installation Services	£ 3350	£ 586	£ 3936
Cabling - Power & Network	£ 6745	£ 1180	£ 7925
Internal Resources	£ 8180		£ 8180
<b>TOTAL SPEND</b>	<b>£ 51449</b>	<b>£ 7571</b>	<b>£ 59020</b>
Annual Support (committed)	£ 3348	£ 584	£ 3934

The Finance Director has confirmed that the VAT on the above is reclaimable.

## 10. Recommendation

The Committee is asked to note the Council Chamber IT costs.

Mrs Mary Cooper  
Democratic Services Manager  
Legal and Democratic Services  
Tel: 01622 694354

This page is intentionally left blank

By: The Chairman of Selection and Member Services Committee

To: Selection and Member Services Committee – 16 January 2008

Subject: Members Lounge

FOR DECISION

---

## Introduction

1. (1) Arising from all-party agreement at the meeting of the Committee on 10 October 2007, quotations for upgrading accommodation in the Members Lounge and creating a library area have been sought and are set out below for the Committee's agreement:-

Carpet Cleaning	£197.42 + VAT
Window Cleaning (internal only)	£ 45.00 + VAT

(2) Three quotations were sought for the decoration and preparation of the Lounge and Library area, the lowest quotation details are:-

Members Lounge	£2,370.00 + VAT
Members Library	£1,489.66 + VAT

(3) Quotations for the electrical work involved are as follows:-

Members Lounge	£2,249.00 + VAT
Members Library	£ 828.00 + VAT

Members should note that the VAT is reclaimable.

(4) It is hoped that the leather furniture already in the Lounge will be sold and quotations are being sought to replace with leather chesterfields and wing chairs. Examples of the proposed furniture will be available at the meeting. If however, it is decided to keep the original furniture a quote has been received for cleaning. It is also intended to install a flat screen television in the Members Lounge.

(5) An analytical examination for asbestos within these areas has taken place and no trace of asbestos has been detected.

## 2. Recommendation

Members are asked to agree to these works now being undertaken.

Mrs M Cooper  
 Democratic Services Manager, Council and Governance  
 01622 694354

This page is intentionally left blank

By: Overview Scrutiny and Localism Manager  
Organisation Development Manager

To: Selection and Member Services Committee – 16 January 2008

Subject: Member Development Policy and Strategy

Classification: Unrestricted

FOR INFORMATION

---

## **Introduction**

1. (1) At the Committee's meeting on 10 October 2007 it was agreed to establish an Informal Member Group to oversee the work required to achieve the South East Employers Member Development Charter.

(2) The Informal Member Group has met on two occasions since the last meeting of this Committee. The Group has given guidance on the self assessment we prepared for the Group (based on a template produced by the South East Employers Organisation) of where the County Council is now and what it needs to achieve before the formal assessment by the South East Employers Organisation is undertaken later in the process. The Group have also given guidance on what they would like to see included in a package of member training.

(3) A visit has been made to East Sussex County Council who have already successfully achieved the Member Development Charter. Colleagues in East Sussex were very helpful in providing information on how to approach the County Council's application and build up the portfolio of evidence on which the South East Employers Organisation will need to be satisfied before the Charter is awarded.

## **Member Development Policy and Strategy**

2. One of the key components of the Member Development Charter is the need for a Member Development Policy and Strategy. This is currently being prepared for consideration by the Informal Member Group and this Committee prior to its approval being sought by the County Council on 3 April 2008.

### **Recommendation**

3. The Committee is asked to note the report and looks forward to receiving the Member Development Policy and Strategy at its meeting on 26 March 2008 prior to its approval being sought from the County Council on 3 April 2008.

Jackie Hinchliffe  
Organisation Development Manager  
Tel: 01622 694523

Paul D Wickenden  
Overview, Scrutiny and Localism Manager  
Tel: 01622 694486

This page is intentionally left blank

By: Head of Democratic Services

To: Selection and Member Services Committee – 16 January 2008

Subject: Appointments to Outside Bodies – The Alliance (formerly Coalfield Communities Campaign)

Classification: Unrestricted

- Summary:
1. To note that the Coalfield Communities Campaign has been subsumed into a larger association of local authorities – The Alliance.
  2. To consider appointing Mrs E Rowbotham as an additional non-voting representative on The Alliance in her capacity as Local Member for Dover North (where the major Kent coalmines were located).

## 1. Introduction

(1) For some years the County Council has appointed one representative to serve on the Coalfield Communities Campaign (CCC). The Committee may wish to note that, in June 2007, the CCC became part of a new enlarged association – The Alliance – which has been created to represent local authorities in the traditional industrial areas of England, Scotland and Wales. The founding membership of The Alliance comprises the local authorities belonging to the CCC (i.e. including the County Council) and SteelAction. From now on, member authorities (including the County Council) will belong directly to The Alliance rather than to the CCC, and The Alliance will continue the CCC's role in pursuing coalfield-related issues.

(2) KCC's current representative on The Alliance is Mr Hibberd, but Mrs Rowbotham has taken a close interest in the work of the CCC/The Alliance, attending many of their meetings, because her electoral division, Dover North, includes the sites of the last three collieries to operate in Kent – Betteshanger, Snowdown and Tilmanstone.

(3) In view of the significance which the coalfields-related work of The Alliance has for Mrs Rowbotham's electoral division, the Committee is asked to regularise the position by authorising her to attend meetings of The Alliance as a non-voting representative of the County Council. This would authorise Mrs Rowbotham to claim from the County Council her expenses for attending Alliance meetings. While The Alliance allows each member authority to appoint only one voting representative – and for the County Council this will continue to be Mr Hibberd – there is no restriction on the number of non-voting representatives which member authorities can send to Alliance meetings.

## 2. Recommendation

The Committee is recommended to appoint Mrs E Rowbotham as an additional non-

voting representative on The Alliance in her capacity as Local Member for Dover North (where the major Kent coalmines were located).

S C Ballard  
Head of Democratic Services  
01622 694002

*Background Documents: None*

By: Overview, Scrutiny and Localism Manager

To: Selection and Member Services Committee – 16 January 2008

Subject: A Picture of Health for Outer South East London – Appointment to Health Overview & Scrutiny Committee Joint Committee

Classification: Unrestricted

---

## **Introduction**

1. Graham Gibbens, Cabinet Member for Public Health, and I attended a meeting an inaugural meeting to establish a Joint Committee of London Boroughs relating to the Fit for the Future Proposals known as a Picture of Health for Outer South East London on 30 October 2007. Following that meeting the County Council was invited to appoint a member of the Health Overview Scrutiny Committee to the Joint Committee in view of the number of patients who access health services in outer South East London. Following consultation with the Chairman of this Committee it was suggested that Dr T Robinson should be appointed to the Committee.

## **Appointment of Health Overview and Scrutiny Committee Representative**

2. I informed the Health Overview and Scrutiny Committee on 14 December 2007 of the proposed appointment of Dr Robinson to this Joint Committee. I agreed to keep all North and West Kent Members' informed of the work of this Joint Committee and to provide those Members with the opportunity to feed into the process.

## **Recommendation**

3. The Committee are asked to approve the appointment of Dr T R Robinson to the Joint Health Overview and Scrutiny Committee for "A Picture of Health for Outer South East London".

Case Officer Paul Wickenden  
Overview, Scrutiny and Localism Manager  
Tel No: 7000 4486  
Email: paul.wickenden.@kent.gov.uk

Background Information: *Include ALL background information taken into account in preparing the report. (This does not include previous Committee Reports)*

This page is intentionally left blank