



AGENDA

SELECTION AND MEMBER SERVICES COMMITTEE

Wednesday, 8th October, 2008, at 10.00 am
Swale 1, 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 - 4 July 2008 (Pages 1 - 2)
4. Membership Development Charter and Member Development (Pages 3 - 6)
5. Definition of Approved Duties (Pages 7 - 8)
6. Outside Bodies - Kent Community Rail Partnership Steering Group (Pages 9 - 14)
7. Regularising Appointments to Outside Bodies (Pages 15 - 22)
8. Overview and Scrutiny - Amendments to the Constitution (Pages 23 - 30)
9. Children, Families and Education Policy Overview Committee - new Sub-Committee and revised Terms of Reference for the Children's Champions Board (Pages 31 - 36)
10. Publicising and Launching Select Committee Topic Review Reports (Pages 37 - 40)
11. Office of Dignity (Pages 41 - 42)
12. Member Accommodation (Pages 43 - 44)

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

Tuesday, 30 September 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.

KENT COUNTY COUNCIL

SELECTION AND MEMBER SERVICES COMMITTEE

MINUTES of a meeting of the Selection and Member Services Committee held in the Stour Room, Sessions House, County Hall, Maidstone on Friday, 4th July, 2008.

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

ALSO PRESENT: Mrs A D Allen.

IN ATTENDANCE: Mrs M Cooper (Democratic Services Manager (Council and Governance)), Mr P Sass (Head of Democratic Services and Local Leadership) and Mr G Wild (Director of Law and Governance).

UNRESTRICTED ITEMS

11. Declarations of Interest
(Item 2)

Mr J A Davies declared a personal interest under Item 6 as it directly involved his office.

12. Minutes - 14 March 2008
(Item 3)

RESOLVED that the Minutes of the meeting held on 14 March 2008 are correctly recorded and that they be signed by the Chairman.

13. Interim Report from the IMG on Member Information
(Item 4)

(1) The report set out the progress on the work of the IMG on Member Information. During discussion various points were raised which Mrs Dean agreed to investigate prior to the final report being presented to the Committee at its meeting in October.

(2) RESOLVED that:-

- (a) the interim report be noted; and
- (b) the Committee's appreciation be recorded to Mrs Dean, the Members of the IMG and Jude Sage for all their hard work.

14. Modernising Democratic Services and Local Leadership
(Item 5)

RESOLVED that:-

- (a) the report be noted;
- (b) a seminar be arranged for all Members to showcase the ongoing modernisation programme for Democratic Services and Local Leadership; which would include a presentation of the modern.gov system; and

- (c) the Committee support the webcasting of the Planning Applications and Regulation Committees, subject to the usual safeguards about disclosing exempt or confidential information.

15. Additional Resources for the Civic Office - Legal and Democratic Services
(Item 6)

RESOLVED that, subject to the relevant portfolio holder providing funds within the existing budget, agreement be given to the appointment of an additional full time permanent Civic Officer when the existing Civic Officer returns from maternity leave in August 2008 on a part-time basis.

16. Members' Allowances 2007/08
(Item 7)

RESOLVED that the report be noted.

17. Retirement Certificates for Members (Oral)
(Item 8)

RESOLVED that:-

- (a) framed certificates, signed by the Chairman, be presented to retiring and non-re-elected Members acknowledging their services to the Council, and
- (b) a report be submitted to the next meeting of the Committee on honorary appointments.

18. Draft Protocol for consideration of late nominations for LEA appointed Governors by the Governor Appointments Panel
(Item 9)

RESOLVED that the draft protocol for nominations for LEA-appointed Governors be approved.

19. Appointments to Management Committees of Pupil Referral Units (PRUs)
(Item 10)

RESOLVED that:-

- (a) appointments to the Management Committees of PRUs as set out in the appendix to the report be approved; and
- (b) the power to make all such decisions in future be delegated to the Governor Appointments Panel.

20. Representation on South East Employers
(Item 11)

RESOLVED that Mrs P Stockell, Mr K Lynes and Ms A Harrison be re-appointed to serve on the South East Employers.

By: Mr A J King, Deputy Leader
To: Selection and Member Services Committee – 8 October 2008
Subject: Member Development Charter and Member Development

Summary: To note the ongoing work of the IMG: Member Development on the Member Development Charter and Member Induction and Development Programmes.

Introduction

1. (1) The Committee will recall that the three Leaders of the Political Groups on the County Council signed a commitment in September 2007 to achieve accreditation for the South East Employers Member Development Charter by April 2009.

(2) At its meeting on 10 October 2007 this Committee established an Informal Member Group on Member Development (IMG) to act as a Steering Group and as Member Champions to oversee the work being undertaken by Officers in the Democratic Services and Local Leadership Unit and the Personnel and Development Division to assemble the evidence to support the Kent County Council's application for Member Development Charter.

(3) Time is of the essence to assemble this evidence and to have this evidence externally evaluated by a Peer Group appointed by the South Eastern Employer's Organisation with a view to the Member Development Charter being awarded by April 2009. Arrangements are being made for this external assessment team to review the County Council's evidence for the Charter on a date to be confirmed in February 2009.

Member Development Policy

2. The County Council will be asked to approve the Member Development Policy at its meeting on 16 October 2008.

Member Development and Training

3. (1) The IMG met on Thursday 11 September 2008 and has commissioned officers to prepare an exciting, innovative, and creative interactive induction programme following the County Council Elections with an ongoing programme of Member Development based on the training development and needs identified by the survey conducted by the three political groups in the summer of 2007.

General

(2) This programme will provide the opportunity for elected Members to acquire the new skills to meet the emerging legislative framework in terms of empowerment in working more closely in the community and in partnership with other bodies.

Induction

(3) The IMG recognises that there is an excellent opportunity to work with the local authority family in discreet bespoke training packages to meet Members needs.

(4) The IMG recognised that all too often in the past, new Members of the Council have been left alone on election to the County Council which they described as daunting and intimidating.

(5) The IMG has commissioned a range of support which will guide Members through the early stages following the re-election. This ranges from an early survival guide to help Members through the initial six weeks and beyond that a mix of learning and E Learning Courses 'webinar' (where a Trainer has to sit in front of a web-cam at a specified time and conducts an interactive session with those logged on to the web-class event).

Buddy System

(6) The IMG are unanimous that almost without exception that experience on being elected to the County Council was daunting. Members felt that they were left alone, they found the County Council intimidating and that there was much more which could have been provided to support them in the early stages following their election.

(7) At previous County Council elections Managers from the Democratic Services and Local Leadership Unit have been allocated a number of newly elected Members to act as a first point of contact for information which Members require. However, it is fair to say that experience has shown the use of these Managers as a resource was not as good as it was anticipated.

(8) Many authorities have established 'Buddy Schemes' of elected Members. The IMG recommend this as a way forward together with an Officer Buddy Scheme to provide the support that a newly elected Member or any Member might welcome.

(9) The Committee may wish to note that many local authorities have taken the step further by persuading some of their former Members who did not seek re-election to act as a Buddy/Mentor to some of the new Members, and this has proved to be invaluable.

Early Documentation for Newly Elected Members of the County Council

4. (1) The IMG feel it is appropriate that on election to the County Council, in addition to the statutory information that a newly elected Member requires (the

Members handbook which covers detailed information around all aspects of elected Members relationship with the County Council including Members allowances, Code of Conduct, Member and Officer Relations, the County Council's Constitution and a Diary which will include the training dates throughout the forthcoming year). Members need additional quick-to-digest information which will help them through the initial few weeks.

Fact sheets

(2) The IMG has asked that a fact sheet is prepared for each electoral division to include contact details of Area Educational Officers, Divisional Social Services offices, where to report a highway pot hole or a street light which is out and much more.

Member Development and Training

5. The IMG considered proposals for a Member Development and Training Programme based on the survey conducted by the three Political Groups in the summer of 2007. The IMG has asked that three events should be organised for the first few days following the election:

- (a) procedural rules for a County Council and a Committee meeting;
- (b) the Member Code of Conduct and Ethics, including the role of the Standards Committee; and
- (c) the role of Overview and Scrutiny and its relationship to the Executive (Cabinet).

Recommendations.

6. The Committee is asked to endorse the actions of the IMG: Member Development for:-

- (a) achievement of the South East Employers Member development Charter by April 2009;
- (b) the proposed programme of induction and support of Members following the County Council elections; and
- (c) the proposed programme of Member Development and Training.

Coral Ingleton
Training and Development Manager

Paul Wickenden
Overview Scrutiny and Localism Manager
Democratic Services and Local Leadership

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

To: Selection and Member Services Committee – 10 October 2008

Subject: Definition of Approved Duties

Summary: To recommend a revised definition of “approved duties” for the purposes of Members’ travel claims.

Classification: Unrestricted

Background

1. The current Members’ Allowances Scheme (page 133 of the Constitution), states that travel expenses will be reimbursed for “any journey on Council duties between the premises as agreed for tax purposes (normally excluding journeys to constituents’ homes)”.
2. Following the internal audit review of Members’ expenses earlier in the year and the subsequent memorandum from the Chief Executive dated 22 August 2008, in response to questions from Members about the journeys they are allowed to claim for, it is apparent that the definition of “approved duties”, included in previous versions of the Members’ Handbook, is now out of date and needs refreshing.

Proposed definition

3. It is important to clarify the duties for which Members can legitimately claim travel expenses and to develop a definition that is unambiguous, fair and reasonable. The intention is to bring Member expenses more closely in line with the Blue Book conditions for officers.
4. It is therefore proposed that the following are the ‘approved duties’ in respect of which Members may claim travelling expenses:
 - (a) ***Attendance at formal KCC meetings (Council, Cabinet, Committees, etc)***
 - (b) ***Group Meetings called to deal with KCC business***
 - (c) ***Representing KCC at external meetings, including Parish and Town Councils and those of voluntary organisations where the member is there on behalf of KCC***
 - (d) ***Attendance at events organised by KCC and/or where invitations have been issued by County Officers or Members (including Chairman’s events and other corporate events, such as those organised following the recent Corporate Assessment)***

- (e) ***Attendance at meetings/events where the Member is an official KCC representative (as determined by the Selection and Member Services Committee) or requested by the Leader or the relevant Cabinet Member***

5. In accordance with the Constitution, the Selection & Member Services Committee may request the Member Remuneration Panel to review and make recommendations to the Council on the Members' scheme of allowances and expenses.

Recommendation:

6. That this Committee requests the Member Remuneration Panel to review the proposed revised definition of "approved duties", outlined in paragraph 4 above, before referring it to full Council for approval.

Peter Sass

September 2008

Background Papers:

Internal Audit Report – Subsistence and Claims Review – 17 June 2008

Chief Executive's memorandum to all Members dated 22 August 2008

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

To: Selection and Member Services Committee – 8 October 2008

Subject: OUTSIDE BODIES – KENT COMMUNITY RAIL PARTNERSHIP STEERING GROUP

Classification: Unrestricted

Summary: To consider appointments to the Kent Rail Partnership Steering Group (a sub-group of Action with Communities in Rural Kent).

FOR DECISION

INTRODUCTION

1. Kent County Council is represented by Mr Richard King on Action with Communities in Rural Kent (ACRK). In addition, Mr Hirst represents the County Council on its Community Halls Sub-Committee.
2. ACRK set up the Kent Community Rail Partnership Steering Group in 2003 in order to bring together the rail industry and local communities to revitalise local secondary railway lines. The Steering Group's terms of Reference are contained in Appendix 1. The Steering Group is part funded by Kent County Council at a cost of £10,000 per year.

MEMBERSHIP OF THE STEERING GROUP

3. The Terms of Reference of the Steering Group explicitly state that its membership will include representation from Kent County Council. Mr J Curwood and Mr A D Crowther have been regularly attending its meetings and have both included their activities for this Group in their Annual Reports to the County Council.
4. It appears that Mr Crowther and Mr Curwood were both approached direct by the Steering Group rather than through Kent County Council. The Community Rail Partnership Project Officer has written to me to explain the grounds for the invitation. He wrote:-

“I write to confirm that Adrian (Crowther) has been a member of our Steering Group for a number of years now and his membership relates to the SwaleRail Line from Sheerness to Sittingbourne that falls within his area. He is a regular attender at our quarterly meetings that normally take place on KCC premises in Maidstone. “

“The Kent CRP is partially funded each year by KCC and also has Cllr Jeff Curwood as a member, with our Medway Valley Line running through his area.”

CONCLUSION

5. It is the County Council’s normal practice to be represented on any outside body to which it contributes financially. It is so represented on the parent body. There is little reason to doubt that Kent County Council would have accepted a formal invitation to be represented. Likewise, it is clear from the Terms of Reference that the Steering Group had, in its own mind, invited representation from the County Council. It simply committed an oversight by inviting representation directly from those Members it considered appropriate rather than by asking the County Council to make the appointments. The financial implications of allowing Mr Curwood and Mr Crowther to be appointed formally as Members of the Steering Group are negligible and relate to travelling and subsistence allowances.

RECOMMENDATION

6. I recommend that the Committee AGREES to appoint two Members to act as the County Council’s representatives on the Kent Community Rail Partnership Steering Group; NOMINATES accordingly; and AGREES retrospectively that Mr Curwood and Mr Crowther have been the County Council’s representatives on the Steering Group up to this time for the purposes of claiming allowances.

Andrew Tait
Democratic Services Officer
Tel: 01622 694342

Background Documents
None.

Kent Community Rail Partnership

Steering Group Terms of Reference

Purpose of the Partnership

The Partnership has been established to:

Promote local rail lines in rural Kent and Medway for the social, economic and environmental benefit of residents and visitors, and to support the social well being of the communities served by those rail lines.

Implement projects and support the work of others that bring lasting improvements to **community regeneration**, community safety, reduction of crime and the fear of crime on local lines in Kent.

Encourage and where possible implement the integration of rail with other transport modes in Kent, including walking and cycling.

Develop close working relationships between all transport providers and other organisations.

Co-ordinate and develop targeted improvements to train services, station facilities and relevant information, and undertake such activities to achieve the above as appropriate

Educate and inform all sections of the wider public about the work of the partnership and integrated transport generally

Facilitate genuine, community led partnership working to achieve these objectives. Where this work is not strictly community led, the work must be community focussed.

Co-ordinate and develop funding packages and resources to achieve these objectives and where possible ensure the continued achievement of these aims and objectives

Structure of the Partnership

The Partnership has a two-tier structure made up of the Steering Group and a Line Group for each rail line benefiting from projects.

Role of the Steering Group

X The Steering Group (Group) will have a particular role in assisting with priority action and funding, sharing relevant strategic information, advising on and approving the Rail Partnership Action Plan, and informing other rural partnerships at, or below, county level.

Members of the Group will act as professional, technical and community support and contacts for the Community Rail Partnership Officer (CRPO).

Role of the Community Rail Partnership Officer

The CRPO is responsible for the implementation and future development of the Action Plan, monitoring and reporting of all work carried out by the Kent Rail Partnership, and the secretariat of the Rail Partnership and its Projects. The CRPO does not have a vote on the Line Groups

Membership of the Steering Group

Initial membership of the Steering Group will be representatives from the following:

X
Countryside Agency
Kent County Council
Kent Rural Community Council
Swale Borough Council
South Eastern Trains
Network Rail
Amicus
SEEDA
Kent RailFuture
Rail Passengers Cttee
Chair and/or Deputy of all Line Groups

Representatives will have the appropriate knowledge, skills and experience to support the CRPO in planning and developing projects and initiatives and to ensure the effective co-ordination of the activities of the Partnership.

Further organisations will be admitted as members of the Group subject to the agreement of not less than 75% of existing members.

More than one representative from a member organisation may attend meetings at the Group's discretion.

Paid staff working on behalf of the Partnership, such as the CRPO, shall have no membership rights.

Meetings

At least four meetings per year. Bi-monthly meetings for first 6 months. One of these meetings shall be specifically called to consider the annual budget preparation, monitoring and accounting reports. The first meeting of the Group after 1 April annually shall elect a Chair, confirm the secretariat and review these terms of reference.

A meeting shall be called by the Secretary giving each member of the Steering Group 14 clear days notice of the date, time and place of the meeting and the issues upon which decisions are to be taken.

Each member of the Group present at a meeting will have one vote. Decisions at all meetings shall be reached by a show of hands or by any other means that the meeting

shall determine. Questions shall be decided by a majority of the members in attendance.

Extraordinary Meetings

Extraordinary meetings may be called for any purpose on the written request of at least three members of the Group. Seven days written notice of an extraordinary meeting must be issued to all members stating the business to be discussed at the meeting, the date, time and place to be determined by the Secretary after consultation with those calling the meeting.

Quorum

A quorum at each meeting shall be a minimum of 5 representatives.

If a quorum does not exist the meeting shall be adjourned to such a date, time and place as the members present at that meeting shall determine and for which written notice shall be issued to all members of the Group. If at the reconvened meeting a quorum is still not available then those members represented shall constitute a quorum.

Secretariat

The secretariat shall be held by the host organisation of the partnership subject to annual review. The secretariat shall be responsible for correctly notifying meetings and the prompt circulation of minutes of all meetings.

Declaration of Interests

It is recognised that all Group members have a shared interest in the development of the scheme and from time to time will need to take part in discussions regarding matters in which they have a direct or indirect interest.

Group members having a direct financial or organisational link to matters or partnerships discussed by the Group shall declare their interest. Any interests declared will be recorded in the minutes of the meeting. Where the Group is required to make decisions the declaring Member shall take no part in the making of these decisions.

Alteration of Terms of Reference

These terms shall be reviewed at the beginning of the second year of the Partnership, if not before.

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

To: Selection and Member Services Committee – 8 October
2008

Subject: REGULARISING APPOINTMENTS TO OUTSIDE BODIES

Classification: Unrestricted

Summary: This report makes the case for the use of a centrally-held and maintained public register of KCC appointments and nominations to Outside Bodies.

FOR DECISION

INTRODUCTION

1. Kent County Council is represented on a number of outside bodies. Appointments to them are made either by this Committee or by the Leader in line with the provisions set out in the Constitution.
2. To date, there is no document that can be accurately described as an official register of such appointments. The table attached to this report at **Appendix 1** has been used by this Committee to make appointments and has been added to from time to time as the Head of Democratic Services & Local Leadership has become aware of organisations and meetings which have, on occasion, been taking place unrecorded for a number of years. The current status of this table is therefore best described as a working document (or draft register).
3. This state of affairs, whilst understandable on a historic basis, is not appropriate in the 21st Century, when the technology exists to both maintain and communicate a centrally-held register. It is essential for the purposes of open government that this register is correctly compiled, maintained, published and updated.

COMPILING THE REGISTER

4. The table as it stands represents the best understanding by the Head of Democratic Services & Local Leadership of the Council's current outside body membership. Its accuracy cannot, however, be confidently asserted for a number of reasons:
 - (a) A number of outside bodies have made appointments of KCC Members without reference to the County Council itself (see previous report on the Kent Community Rail Partnership Steering Group). Consequently, the County Council as a corporate body is not always aware of their existence.

(b) The County Council occasionally sets up or agrees to participate in short-term working groups involving outside partners. It appoints representatives to them without ensuring that these appointments are centrally recorded.

(c) Members occasionally resign their membership and been replaced without informing the Head of Democratic Services & Local Leadership.

PROCESS FOR IMPLEMENTATION

5. The mechanism for ensuring that the County Council's list is accurate is through the payment of expenses. As a principle therefore, the County Council will need to adopt a policy of only paying allowances to those Members whose membership of an outside body is centrally registered.
6. It would be unfair to impose such a policy without a preparatory period. I suggest that following the County Council elections in 2009 would be a sensible time for implementation of this policy. From then onwards, the Director of Finance would be instructed to only pay allowances to those Members whose membership is recorded on the register.
7. This preparatory period would enable the Head of Democratic Services & Local Leadership to write to all Members and Managing Directors asking them to identify their membership of any outside body that does not appear on the draft register. These responses would then be reported to a future meeting of this Committee for a decision as to whether or not to confirm the appointment. The schedule will also include details of any funding or other non-financial support provided to particular outside bodies. It is also proposed that the schedule should include details of the period of these appointments, particularly those to key regional bodies, where the Council needs as much notice as possible of forthcoming vacancies.

RECOMMENDATION

8. That the Committee:
 - (i) AGREES to the principle of creating, maintaining and publishing a centrally held register of membership of outside bodies;
 - (ii) ADOPTS the procedure set out in paragraphs 5 to 7 of this report, to be implemented following the County Council elections in 2009.

Andrew Tait
Democratic Services Officer
Tel: 01622 694342

Background Documents

Report to Selection and Members' Services Committee on the Kent Community Rail Partnership Steering Group – 8 October 2008.

June 2005 Appointments	CURRENT		MEMBERS		ALLOCATED	
	Conservative	Labour	Liberal Democrat	Other		
* Denotes not a County Councillor LM = Local Member						
LOCAL GOVERNMENT ASSOCIATION						
LGA General Assembly	Mr P B Carter (8 votes) Mr K A Ferrin	Dr M R Eddy (3 Votes)	Mrs T Dean (1 Vote)			
LGA County Councils Network	Mr N J D Chard (12 votes) Mr P B Carter Mr K G Lynes	Dr M R Eddy				
LGA Rural Commission	Mrs P A Stockell (1 vote) 1 Vacancy					
LGA Urban Commission	Mr R W Gough (12 votes)	Mr R Truelove				
LGA Coastal Issues (Special Interest Group)	Mr M J Harrison					
LGA Public Transport Consortium of Non- Metropolitan Authorities (Special Interest Group)	Mr K A Ferrin					
South East England Regional Assembly	Mr P B Carter (Named alternate)					
Regional Environmental Protection Advisory Committee	Mr A H T Bowles					
Kent and Medway Fire and Rescue Authority	Mr A R Bassam Mr R B Burgess Mr B R Cope Mr M C Dance Mr J B O Fullarton Mr T Gates Mr M J Harrison Mr W A Hayton Mr D A Hirst Mr G A Horne Mr J F London Mr R A Pascoe Mr C T Wells Mr F Wood-Brignall	Mr L Christie Mr T A Maddison Mrs M Newell Mr A R Poole Mr B P Wood	Mrs T Dean Mr S J G Koowaree			

June 2005 Appointments	CURRENT	MEMBERS	ALLOCATED	Other
	Conservative	Labour	Liberal Democrat	
* Denotes not a County Councillor LM = Local Member Kent Police Authority (appointed by Joint Appointments Committee with Medway Council)	Mr T Gates Mr M J Harrison Mr W A Hayton Mr P M Hill Mr J F London	Ms C J Cribbon	Mr G Rowe	
Standing Advisory Council on Religious Education	Mr A R Bassam Mr G A Horne Mr M J Northey	Mr I T N Jones	Mr D S Daley	
Kent and Essex Sea Fisheries Committee	Mr B R Cope Mr M J Harrison Mr C Hibberd Mr L B Ridings	Mr T A Maddison		
Sussex Sea Fisheries Committee	Mr F Wood-Brignall			
Adoption Panels (8), (3), (1)	Mrs A D Allen (Sevenoaks and Dover Concurrency) Mr J Curwood (Sevenoaks) Mr D A Hirst (Sittingbourne) Mr M J Northey (Maidstone) Dr T Robinson (Dartford) Mr R J Parry (Dartford) Mr J Simmonds (Maidstone)	Mr M Fittock (Dartford) Mrs M Newell (Ashford) Mrs E D Rowbotham (Sittingbourne) Vacancy (Canterbury)		
Kent Association of Parish Councils	Mrs P A V Stockell			
South East Employers	Mr K G Lynes Mrs P A V Stockell	Ms A Harrison		
Bensted's Charity	Mr T Gates Mr A H T Bowles			
North West Kent Racial Equality Council	Mrs A D Allen			
Locate In Kent	Mr A J King Mr R W Gough			Mr P Raine
Kent Tourism Alliance	Mr R W Gough			

June 2005 Appointments	CURRENT	MEMBERS	ALLOCATED	
* Denotes not a County Councillor LM = Local Member	Conservative	Labour	Liberal Democrat	Other
Produced in Kent	Mr R W Gough			
University of Kent Court (and Council) (to 31 July 04)	Mrs S J Carey Mr J B O Fullarton Mr C G Findlay Mr M J Harrison Mr G K Gibbens Mr J D Simmonds (Council)	Dr M R Eddy Mr D Smyth Mr R Truelove	Mr M J Vye	Chairman - KCC Chief Executive* Strategic Director (E&L)* T Sandford (E&L)*
Collis Millennium Green Trust			Mr J M P Frisby (LM)	
Rochester Bridge Trust	Mr F Gibson Mr M V Snelling			
Action for Communities in Kent (formerly Kent Rural Community Council)	Mr R E King Mr D A Hirst	Mrs E D Rowbotham		
Action for Communities in Rural Kent (ACRK) Management Committee	Mr R E King			
ACRK Community Halls Committee	Mr D A Hirst			
Ashford Grammar School Endowment Fund (appointed by Strategic Director – Education and Leisure for 4 year terms)				Mrs J Humphries (from 01) Mr R Fraser (from 02) Mr G Fortescue (from 03)
Lady Margaret Boswell's CE Educational Charity				Mrs V Maunder
Kent Association for the Blind		Mrs C Angell		
Kent Association for the Disabled Management Committee		Vacancy		
Dorton House School Committee	Mr M J Angell			
Cranbrook School Trust - Body of Trustees	Mr A J King Mr Anthony Cooper			
Hugh and Montague Leney Award Trust		Mr W V Newman		Awards Manager (Mr N Jordan)*
Kent Music School Board of Governors	Mr D L Brazier Mr L B Ridings	Mr D Smyth	Mr P J Morgan	
Rochester Diocesan Board of Education		Mrs C Angell		
June 2005 Appointments	CURRENT	MEMBERS	ALLOCATED	

* Denotes not a County Councillor LM = Local Member	Conservative	Labour	Liberal Democrat	Other
Royal School for Deaf Children		Mrs C Angell		
Canterbury Cathedral Archives Committee	Mr M J Northey			
Museum of Kent Life Trust	Mr D L Brazier			
Powell Cotton Museum Trust		Mr A R Poole (LM)		
Kent County Playing Fields Association	Mr A R Chell			
Kent Schools Sports Council	Mr M C Dance	Mr R Truelove		
Mid Kent Downs Advisory Panel	Mrs S V Hohler (?)			
High Weald Area of Outstanding Natural Beauty	Mr J R Bullock			
Kent Area Environment Group	Mrs P A V Stockell			
Groundwork Kent Thameside	Mrs A D Allen			
Groundwork Medway/Swale	Mrs A D Allen			
Dover Town Centre Management Partnership		Mr W V Newman		
Margate Image Group (Town Centre Management)	Mr C T Wells			
Maidstone Town Centre Management Initiative	Mr A R Chell		vacancy	
Ramsgate Town Partnership (Town Centre Management)		Mrs E Green		
Ashford Town Centre Management Committee		Mr D Smyth		
Swale Town Centre Group	Mrs B J Simpson			
Regional Flood Defence Committee	Mr A H T Bowles Mr M J Harrison Mr R E King	Mr J H Tolpuitt		
June 2005 Appointments	CURRENT	MEMBERS	ALLOCATED	

* Denotes not a County Councillor LM = Local Member	Conservative	Labour	Liberal Democrat	Other
Biggin Hill Consultative Committee	Mr R J Parry			
Kent Downs AONB JAC	Mr K A Ferrin			
Rochester Airport Consultative Committee	Mr R A Marsh		Vacancy	
Headcorn Aerodrome Consultative Committee	Mr R A Marsh			
Kent International Airport JAC	Mr R A Marsh			
Lydd Airport Consultative Committee	Mr F Wood-Brignall (LM)			
Pegwell Bay Local Nature Reserve Management Committee	Mr J D Kirby			
Vinters Valley Park Trust	Mrs P A V Stockell			
Aylesham Community Trust (LM Appt)		Mrs E D Rowbotham		
South East War Pensions Committee	Mr J B O Fullarton			
Gabriel Richards Charity		Mr R V Hansell		
Lady Joanna Thornhill School, Wye Foundation				Rev S Lillicrap
National Parking Advisory Service Joint Committee	Mr K A Ferrin			
The Alliance (formerly Coalfield Communities Campaign)	Mr C Hibberd	Mrs E D Rowbotham (Non-voting)		

APPOINTMENTS TO BE MADE BY THE LEADER

Pre-June 2001 Appointments	CURRENT	MEMBERS	ALLOCATED	Other
* Denotes not a County Councillor LM = Local Member			<i>Liberal Democrat</i>	
Kent Partnership	Mr P B Carter			
Kent and Medway Economic Board	Mr R W Gough			
Kent Thameside Delivery Board	Mr R F Manning			
Ashford Future Delivery Board	Mr R W Gough			
Swale Forward Delivery Board	Mr R W Gough			
East Kent Spatial Development Company	Mr R W Gough			
Kent Thameside Economy Board	Mr M V Snelling			
McBriowe Academy Board of Trustees				Strategic Director: E/L
Romney Marsh Visitor Centre (LM Appt)	Mr F Wood-Brignall (LM)			
Kent County Staff and Social Club		Mr L Christie		
Dungeness Local Community Liaison Council	Mr F Wood-Brignall			
South Ashford Initiative Monitoring Group LM (Ashford South)		Mr D Smyth		
Kent History Project Board	Dr F F Simpson*			
SE England Tourist Board Regional Advisory Committee	Vacancy Mr M C Dance			
Kent Rural Development Areas Strategic Panel LM (Romney Marsh and E Coalfield RDAs)	Mr F Wood-Brignall			
West Kent NHS and Social Care Trust				
East Kent Community NHS Trust	Mr J B O Fullarton			

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

To: Selection & Member Services Committee – 8 October 2008

Subject: Amendments to the Constitution – Overview and Scrutiny

Summary: To recommend to the County Council amendments to the Constitution in relation to Overview and Scrutiny

Unrestricted

Introduction

1. (1) The Constitution currently reflects how in 2001 it was envisaged that the Overview and Scrutiny process would operate. Over time the Overview and Scrutiny process in KCC has developed through practical experience. It continues to evolve and respond to the changing framework in which it operates.

(2) This report reflects these changes and makes a number of suggested amendments/additions to the sections of the Constitution relating to Overview and Scrutiny so that it matches the operation and procedures in practise.

(3) In order to assist Members with their consideration of the suggested amendments, brief details of the reasons for each proposed amendment are set out below (with the relevant page number from the Constitution). Also attached as an **Appendix** is a table setting out the current parts of the Constitution together with the proposed amendments.

Proposed Amendments

Appointment of Select Committees

2. (1) Currently, the Constitution states that Policy Overview Committees (POCs) can “appoint Select Committees (with the legal status of Sub-Committees) to conduct reviews with the same powers as the main Committee.” However, in recognition of the role of the Policy Overview Co-ordinating Committee (POCC) in setting the Select Committee Topic Review Programme, what has happened in practise is that the POCs recommend the establishment of Select Committee to the POCC and the POCC balances competing priorities and deploys the resources available to the Committee when setting the work programme.

(2) It is therefore suggested that the Constitution is amended to read: “recommend to the Policy Overview Co-ordinating Committee the appointment of Select Committees ...” etc (Page 9).

Performance Reviews

(3) As the Council no longer conducts Performance Reviews, reference to this should be deleted from the functions of POCC (Page 25).

Select Committee – terms of reference

(4) In relation to Select Committees, the Constitution currently states that their terms of reference “are determined by the Policy Overview Co-ordinating Committee.” The practise that has developed is that the POCC agrees the general scope of the topic review. The specific terms of reference for the review are agreed by the Select Committee and endorsed by the parent POC. As part of the process for developing the terms of reference, informal cross party discussions are held with input from relevant directorates prior to the Select Committee discussing and agreeing them. This gives Select Committees the opportunity to shape the pieces of work that they have been tasked with carrying out (*Page 25/26*)

(5) The Policy Overview Co-ordinating Committee at its meeting on 23 May 2008 agreed the practise of setting the terms of reference of any new Select Committee topic review by a cross party Member Group (one Member from each group), prior to consideration and approval by the Select Committee (*Page 25/26 and Page 75*).

Lead Members

(6) The Constitution currently prohibits Lead Members from serving on the Cabinet Scrutiny Committee or Select Committees dealing with issues within their areas of responsibility, but is silent about them servicing on POCs or the Health Overview and Scrutiny Committee (HOSC). In practise, the appointment of Lead Members to POCs and HOSC has been discouraged as not giving a clear division and transparency between the Executive and Overview and Scrutiny functions. The proposed amendment seeks to formalise this (*Page 71*).

Cabinet Scrutiny Committee

(7) With the agreement and approval of the three Group Leaders there has recently been appointed a Research Officer to the Cabinet Scrutiny Committee. As the role of the Research Officer develops it may necessitate some changes to Appendix 4 – Part 4 of the Constitution “Additional Rules applying to Cabinet Scrutiny Committee” (*pages 73/74*). A report will be submitted to a future meeting of this Committee if this becomes necessary.

Financial implications of Select Committee recommendations

(8) On 5 June 2008, the Leader wrote to all POC Chairmen asking them to ensure that the implications of Select Committee reports were embedded into KCC’s priority setting, business planning and in particular the Budget and Medium Term Plan. Proposed amendments to take account of this are set out in the table and will amend pages 75 and 92 of the Constitution.

Rules applying to Select Committees (Appendix 4 Part 5 - Pages 75/76)

(9) A number of suggested amendments to these rules to reflect the practise that has developed are set out in the Appendix:

- 5.1 – the Topic Review programme was originally established to coincide with the publication of the Best Value Performance Review Plan. It is proposed that this paragraph now be amended by to reflect that the BVPRI is no longer produced and also to refer to a two year rolling programme, which is more appropriate when reviews last approximately 6 months.
- 5.2 – it is not always possible for a POC meeting to approve the Select Committee review plan prior to it commencing work, due to the fixed POC timetable. It is therefore proposed that the POC Chairman and spokesmen should be able to approve the plan and the POC receive it for subsequent endorsement.
- 5.2 (2) - although this paragraph states that co-optees on Select Committees will not have a vote, in practise co-optees have tended to be fully involved in the work of the Committee, including agreeing the final report.
- 5.2 (4) - the rules state that Select Committees normally run for 4 months. However, as they have evolved, the average period for a Topic Review tends to be 6 months.
- 5.7 – recording of Select Committee meetings – Members are requested to consider if they wish to continue with this as in practise the CD recordings are very rarely used. The summary notes taken at the meeting are agreed with the witness and form the evidence for the review.

Recommendation:

3. That the proposed amendments to the Constitution as set out in the Appendix be agreed and submitted to County Council for approval and incorporation into the Constitution.

Background documents - nil

Peter Sass
 Head of Democratic Services and Local Leadership
 01622 694002

List of Proposed Amendments

Page no*	Current Constitutional Provision	Proposed Constitutional Amendment
9	7.2(7) appoint Select Committees (with the legal status of Sub-Committees) to conduct reviews with the same powers as the main Committee	7.2(7) recommend to the Policy Overview Co-ordinating Committee the appointment of Select Committees with the legal status of Sub-Committees) to conduct reviews with the same powers as the main Committee
25	1.7(c) the allocation of topic and performance reviews to Policy Overview Committees and co-ordination of the composition and Chairing of Select Committees to conduct the reviews	1.7(c) the allocation of Topic Reviews to the Policy Overview Committees and co-ordination of the composition and Chairing of Select Committees to conduct the reviews
Page 26 Page 27	1.9 Their terms of reference are determined by the Policy Overview Co-ordinating Committee.	1.9 The general scope of each Topic Review is agreed by the Policy Overview Co-ordinating Committee when it is included in the work programme. The detailed terms of reference of each Topic Review are developed by a cross party Member group (one from each group), for approval by the Select Committee and endorsement by the parent Policy Overview Committee.
71	3.1(3) Lead Members appointed by Cabinet Members may not serve on the Cabinet Scrutiny Committee or on Select Committees dealing with issues that are within their own areas of responsibility.	3.1(3) Lead Members appointed by Cabinet Members may not serve on the Cabinet Scrutiny Committee, Policy Overview Committees, Health Overview and Scrutiny Committee or on Select Committees dealing with issues that are within their own areas of responsibility.
75	5.1 The Topic Review Programme will normally be set out for the year in March to coincide with the publication of the Best Value Performance Plan. This will be determined by Policy Overview Co-ordinating Committee and reported to the County Council. In setting out the programme, the Policy Overview Co-ordinating	5.1 A rolling two year Select Committee Topic Review Programme will be set as soon as possible after the Annual Council meeting following County Council elections and will be kept under review and added to on a rolling programme basis by the Policy Overview Co-ordinating Committee. In setting out the programme, the Policy

Page no*	Current Constitutional Provision	Proposed Constitutional Amendment
	Committee will be mindful of the resources and officer and Member time required to implement it.	Overview Co-Ordinating Committee will be mindful of the resources and officer and Member time required to implement it.
Page 28 76	5.2 Topic Reviews will not commence before approval by the Relevant Policy Overview Committee of a detailed Review Plan covering:	5.2 Topic Reviews will not commence before approval by the relevant Policy Overview Committee, or by the Chairman and Spokesmen of the relevant Policy Overview Committee, of a detailed Review Plan covering:
	5.2(1) the terms of reference of the review, including the general nature of the expected outcomes.	5.2(1) the terms of reference of the review, including the general nature of the expected outcomes, which should be developed by a cross party Member group (one from each political group), for approval by the Select Committee and endorsement by the parent Policy Overview Committee.
	5.2(2) the names of any co-opted person from outside the Council to serve on the Select Committee (such co-opted Members will not have a vote)	5.2(2) the names of any co-opted person from outside the Council to serve on the Select Committee (such co-opted Members will have voting rights)
	5.2(4) an approximate timetable of meetings and final reporting date (normally within 4 months of the review commencing)	5.2(4) an approximate timetable of meetings and final reporting date (normally within 6 months of the review commencing).
		5.2(6) a reminder that all final recommendations for implementation should be broadly costed and demonstrated to be feasible by being appropriately resourced.
		5.10(2) When producing their reports, Select Committees should make explicit the likely resource implications of their proposals and in making those proposals also have due regard to their likely affordability and deliverability taking account of the whole resources likely to be available to the Council.

Page no*	Current Constitutional Provision	Proposed Constitutional Amendment
76	5.7 The Clerk shall electronically record meetings of a Select Committee unless the Select Committee decides it is inappropriate or raises objection. A written summary of evidence given at Select Committee meetings will be prepared by the Clerk and agreed with the witness prior to its publication.	5.7 A written summary of evidence given at Select Committee meetings will be prepared by the Clerk and agreed with the witness prior to its publication.
92 Page 29		<p><i>Process for Developing the Budget</i></p> <p>As part of each Policy Overview Committee's consideration of the draft Budget, it should assess whether adequate resources have been allocated to take account of the endorsed recommendations of its own Select Committees. If it does not believe that these recommendations have been correctly taken into account then it should recommend appropriate changes to the draft Budget to the Leader, Cabinet and Council.</p>

*Page numbers refer to the Constitution as most recently amended on 19 June 2008.

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

To: Selection & Member Services Committee – 8 October 2008

Subject: Children, Families & Education Policy Overview Committee – New Sub Committee and revised terms of reference for the Children's Champions Board

Classification: Unrestricted

FOR DECISION

Summary: This report proposes the establishment of a Local Children's Services Partnerships (LCSPs) Sub Committee and also seeks approval for revised terms of reference for the Children's Champions Board.

Local Children's Services Partnerships Sub Committee (LCSP's)

1. (1) At the meeting of the Children, Families & Education Policy Overview Committee (C, F & E POC) on 19 September, a report was considered which requested support for the establishment of an LCSPs Sub Committee. This Sub Committee would have an overview of the LCSPs and would report to the C, F & E POC on a regular basis. A copy of the report to the C, F & E POC which sets out the proposed terms of reference, work programme, size and meeting arrangements is attached as **Appendix A**.

(2) The C, F & E POC recommended the establishment of a Sub Committee.

Children's Champions Board

Background

2. (1) The Children's Champions Board was set up in response to the Victoria Climbié inquiry to address elected Members important Corporate Parent role. The Board is advisory to the C, F & E POC and has played a significant role in developing and deepening Members understanding of the issues around Corporate Parenting and Looked after Children, and their role in addressing these issues.

(2) There are two reasons for bringing this to the attention of this Committee. The first is to regularise the appointment of the Board which, when it was first established, was dealt with by the Policy Overview Co-ordinating Committee because, at that time, its activities spanned two Policy Overview Committees. Second, with the enhanced Corporate Parenting responsibility as well as the new National Indicators, the terms of reference for the Board have been reviewed.

Reasons for reviewing the terms of reference

3. The Board wished to review its Terms of Reference to reflect the changed and enhanced responsibilities of Board Members as Corporate Parents. Although all elected County Council Members have Corporate Parenting responsibilities, Members of the Children's Champions Board have, in addition, 'Level 2 (Targeted)' responsibilities, and the Chairman also shares 'Level 3 (Specialist)' responsibilities with the Cabinet Member for Children, Families and Educational Achievement and the Managing Director of Children, Families and Education.

The Process So far

4. (1) To address the need for more detailed wording, the officer team drafted some additions to the existing Terms of Reference. These were considered by the Board on 8 July, at which Members agreed a new version. The revised wording takes account of all the enhanced Corporate Parenting responsibilities set out above, as well as the new National Indicator Set, which was coming into use while the review was underway. The revised draft Terms of Reference are set out in **Appendix 2**.

(2) At its meeting on 24 September 2008 the Children's Champions Board agreed the revised terms of reference for submission to this Committee and the County Council, for formal adoption.

5. Recommendations

- (a) the Committee agree to recommend to the County Council the establishment of a Sub Committee of the Children, Families and Education Policy Overview Committee to have an overview of the LCSP's on the terms set out in the report attached as **Appendix 1**, and
- (b) the appointment of the Children's Champions Board be regularised by agreement to its appointment by the County Council, with the revised terms of reference, as set out in **Appendix 2**.

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Background Information: *none*

By: Head of Democratic Services and Local Leadership

To: Children, Families and Education Policy Overview Committee – 19 September 2008

Subject: Local Children's Services Partnerships (LCSPs) – Proposal to establish a Sub-Committee

Classification: Unrestricted

Summary: This reports sets out a proposal to establish a Sub-Committee of Children, Families and Education Policy Overview Committee to have an overview of the Local Children's Services Partnerships (LCSPs)

Introduction

1. (1) At the last meeting of the Policy Overview Committee (POC) on 3 June 2008 Members received a report on the LCSP's an updated version is set out below

(2) The Kent Children's Trust (KCT) has agreed to introduce 23 Local Children's Services Partnerships Trusts across Kent from September 2008. The local partnerships will be the local "delivery arm" of the KCT, their key purpose is to strengthen integrated working to improve outcomes for local children, young people (CYP) and families. The LCSPs will be based on the geography of the existing school clusters and increasingly draw together all public and voluntary services for CYP and families in that locality including schools, early years settings, health and youth services.

(3) Key elements of LCSP Working - being introduced from September 2008

(i) Local Children and Young People's Plan (LCYPP)

Each LCSP will agree and deliver a LCYPP based on the Kent CYPP and focussed on the particular issues that local C&YP face. All localities have prepared a first working edition of their LCYPP in readiness for September 2008. A range of multi agency data has been provided to support this planning. Local multi agency data sets can be viewed on:

http://www.kenttrustweb.org.uk/Children/kct_localdata.cfm

(ii) Local Children's Services Partnership Board

The local Board will lead the development of integrated planning and delivery and work with existing partnership groups, for example Crime Disorder Reduction Partnerships. The Board will report to the Kent Children's Trust and be accountable for delivering the LCYPP. A local

Partnership Agreement has been developed to support the effective operation of the LCSP Board.

(iii) Local Children's Services Partnership Manager and Teams

Each local partnership will be managed by a LCSP Manager who will lead the development of integrated working, support the Partnership Board and ensure outcomes are improved. Appointments have been made to 20 of the 23 posts and cover arrangements are in place for the 3 vacancies.

Staff currently part of the cluster teams have transferred to the new LCSP and further staff will be deployed as the LCSPs develop. There will also be much stronger links with professionals across partner agencies particularly as the integrated processes for CAF, lead professional and Contact-Point are implemented.

Improving outcomes across the ECM framework is acknowledged to be a long term agenda. The introduction LCSPs in September is a significant milestone in Kent and forms part of a long term change programme to embed highly effective children's trust arrangements.

LCSP Sub- Committee

2. (1) It is suggested that a Sub-Committee of this POC be established to oversee the operation of LSCP's with a particular focus on the LCYPP which will make recommendations to the POC on best practise and suggestion for improvements.

Terms of Reference:-

(2) To oversee the operation of the Local Children's Services Partnerships (LCSP's) and make recommendations to the Children, Families and Education Policy Overview Committee

Work Programme

(3) Meeting would provide an opportunity to review 3 - 4 LCSP's at a time making recommendations at the next meeting of the POC. There would be 2/3 study days a year spread around the country, which would consist of visiting localities in the morning and a meeting of the Sub-Committee in the afternoon.

Size of Sub-Committee

(4) It is suggested that the Membership of the Committee be based on the proportion 4:2:1 – which is the same size as Select Committees – with the Membership drawn from across the county.

Time limited

(5) This Sub-Committee will be time limited and it would review its operation after 1 year to give Members the opportunity to recommend improvements.
Meetings

(6) It is recommended that the Sub-Committee meets 6 – 8 times a year. The meetings would be programmed so that there is timely reporting of the outcomes to the five meetings of POC in the year.

Recommendation

3. That, subject to approval by the County Council at its meeting on 16 October 2008, a time limited Sub-Committee of the Children, Families and Education Policy Overview Committee be established to have an overview of the Local Children's Services Partnerships (LCSPs) on the terms set out in the report.

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Background Documents: None

CHILDREN'S CHAMPIONS BOARD

REVISED DRAFT OF TERMS OF REFERENCE, July 2008

1. To develop expertise that enables Members to act as Champions for Kent children who are looked after, or are in need, with a particular focus on those in need of protection;
2. To consider statistical information that includes staffing levels, relevant indicators from the National Indicator Set (NIS) and national Looked After Children returns.
3. To consider reports from the Kent Safeguarding Children Board (KSCB), Kent Children's Trust Board, and in relation to Looked After Children, and any changes to relevant legislation and guidance;
4. To develop a framework for gaining feedback from staff involved in Child Protection or Safeguarding work and Looked after Children work, Foster Carers and users of services;
5. To lead on ensuring that the targeted Corporate Parenting roles and responsibilities of the Local Authority are being met, including:-
 - a) To be aware of national expectations regarding the service to Looked After Children and Care Leavers, including those contained in Every Child Matters, the Healthy Care Initiative and the Care Matters agenda;
 - b) To have access to qualitative as well as quantitative information on the service, and to ensure that Children's Champions Board Members have enough background knowledge to understand and evaluate this information;
 - c) To consider ways in which the Children's Champions Board will hear and respond to the views of Looked After Children, their parents and carers;
 - d) To have an understanding of the arrangements that need to be in place in order to be an effective Corporate Parent;
 - e) To undertake an in-depth analysis of the needs of the County Council's care population and all aspects of the service required to meet those needs, so there is clear evidence to inform future action.
 - f) To take action continually, in conjunction with officers and partner agencies, to improve the service and ensure it responds to changing needs; and
6. To support the Chairman of the Children's Champions Board in undertaking their specialist Level 3 Corporate Parenting responsibilities.

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

To: Selection & Member Services Committee – 8 October 2008

Subject: Publicising and Launching Select Committee Topic Review Reports

Classification: Unrestricted

Summary: This reports sets out the recommendations of the Policy Overview Co-ordinating Committee (POCC) to establish a Public Relations Protocol for Select Committee Topic Reviews and how the launching of Topic Review reports could be improved.

Introduction

1. At its meeting on 10 September 2008, the POCC received the recommendations of an IMG on how the County Council could improve the publishing and launching of Select Committee Topic Reviews.

Publicising of Select Committee Topic Reviews

2. (1) It has become clear from the views expressed by Members that there is often a difficulty in publicising the work of Select Committees via the local media. Looking at the Centre for Public Scrutiny Website and from contact with colleagues in other local authorities, this is a common challenge for Overview and Scrutiny.

(2) Some of this arises from the local media's lack of understanding of the work of Select Committees as opposed to the much clearer Committee system. There is also the issue of the media being decision-focused and therefore reporting on the work of Cabinet and Planning Application Committees, rather than Overview and Scrutiny Committees.

(3) The POCC acknowledged that this was a challenging area and agreed that the attached Protocol (**Appendix 1**) should be submitted to this Committee for approval and submission to County Council for incorporation into the Constitution.

(4) The Head of Communications and Media Centre was present at the POCC meeting and gave her support to the proposed Protocol.

Launching of Select Committee Topic Reviews

3. (1) The POCC at its meeting on 10 September 2008 also considered the issue of establishing a process for the launching of Select Committee Topic Review Reports. It was acknowledged that Members of Select Committees put a lot of work into producing their reports and this was recognised when the report is considered

by Cabinet and the County Council. However, it is also important, especially for those witnesses who had contributed to the report and partners who may have been involved in the review, that the report is launched as widely as possible so that it has the potential to achieve the maximum impact both internally and externally for the benefit of the residents of Kent.

(2) The POCC agreed that the most effective time to launch a Select Committee report was at a formal meeting of the County Council when the majority of County Councillors were present. They recommended that the launch of a Select Committee report should be a very early item on the County Council Agenda after the report by the Leader of the County Council.

(3) Select Committee items at County Council should be allowed sufficient time to for a constructive debate. The amount of time needed would be dependent on the specific Topic Review.

(4) It would be helpful if the Chairman of the Select Committee and other cross-party Members from the Select Committee had an input into that part of the County Council agenda to determine who should be invited to come along to speak and to assist with the discussion on length of time this item should take.

(5) The POCC was of the view that the debate on Topic Review items should be led by the Select Committee Chairman and Members of the Select Committee, rather than the Cabinet Members. It was acknowledged that this proposal would need to be discussed with the Chairman of the County Council and the Cabinet.

(6) The Committee also stressed the importance of encouraging Kent TV to assist in launching and publishing Select Committee Topic Reviews.

Recommendations

4. (a) that the Protocol, attached as **Appendix 1**, be submitted to County Council for approval for incorporation into the Constitution; and
- (b) that the process for launching Select Committee Topic reviews be endorsed and submitted to the County Council for approval and embedding in the Constitution.

Peter Sass,
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Background Information: *None*

Kent County Council

PUBLIC RELATIONS PROTOCOL FOR SELECT COMMITTEE TOPIC REVIEWS

This protocol has been written as a basis for all communications between Select Committee Topic Review Members and the media. It will ensure that the Communications and Media team is able to maximise opportunities for scrutiny to publicise its work and promote the transparency of the Council's decision-making process.

- All actions should be in accordance with the letter and spirit of the DCLG Code of recommended practice on local authority publicity.
- Media activity should be co-ordinated through the Communications and Media team who will make arrangements and ensure that the appropriate Members are put forward, rather than Select Committee Members approaching the media direct to discuss the topic review.
- The Select Committee Chairman should be the official spokesperson for the topic review, unless another more suitable spokesperson has been identified by the Chairman.
- Chairmen of Select Committees will be expected to attend or have attended media training.
- There is potential, on rare occasions, for conflict between scrutiny and cabinet on issues. Maintaining the professional reputation of the council in the eyes of the public is paramount and conflicting statements may make the council appear inept or divided. Care should be taken, on all sides, to avoid this situation from arising. But in such circumstances Communications and Media would present factual information to the media fairly representing both the Scrutiny and Cabinet viewpoints.
- The Communications and Media team should be advised of any media enquiries received by Select Committee Members to offer guidance and help if required and to monitor responses.
- Press releases for Select Committee will be drafted by a member of the Communications and Media team, in consultation with the Research Officer for the review and approved by Select Committee Chairman, in consultation with the Overview, Scrutiny and Localism Manager.
- Press releases will be fair and representative of the views of the Select Committee. On occasions they may include the views expressed in minority reports if those views differ from the main report.

- The media are invited to attend all formal meetings of Select Committee unless matters of an exempt nature are to be discussed.
- When the report of the Select Committee is ready to go into the public domain a member of the Communications and Media team, in consultation with the Research Officer to the Select Committee drafts a press release. Where possible the press release should include input from a 3rd party who has been involved with the review. The Press release should be approved by the Select Committee Chairman (with the nominated official spokesman, where appropriate) in consultation with the Overview, Scrutiny and Localism Manager. An embargoed copy of the press release should be sent out with an electronic copy of the report, to the media a day before the public domain with an embargo on it. There may or may not be a press conference but the Chairman and relevant members should make sure they are available for interviews.
- Communications and Media officers are permitted to refuse to prepare press releases, deal with media enquiries or arrange media interviews in the following cases:
 - (i) If the press release or enquiry is political in any way.
 - (ii) If the information in the press release is deemed libellous or malicious
- Communications and Media officers will not organise interviews between media and individual members of the Select Committee unless there is explicit agreement by the Select Committee Chairman.
- Press releases will not be issued as a matter of course after Select Committee meetings simply to record the proceedings. Post-meeting publicity will, however, be given where there is good reasons for doing so e.g. to promote opportunities for public consultation.

By: Director of Law and Governance
To: Selection and Member Services Committee – 8 October 2008
Subject: OFFICE OF DIGNITY
Classification: Unrestricted

1. (1) At the meeting of this Committee on 4 July 2008 Members requested that I prepare a report on Honorary Appointments that could be bestowed upon individuals.

(2) There are several honorary appointments that are capable of being bestowed upon individuals by local authorities. Included among these are the statutory positions of High Steward, Honorary Recorder, Honorary Freeman and Honorary Alderman.

(3) However, the only statutory 'Office of Dignity' that can be awarded by an English County Council is that of Honorary Alderman. Moreover, this appointment is only available to persons who have rendered eminent services to the council as past members of the council, but who are no longer councillors.

(4) All other statutory honorary appointments are the preserves of city, borough, district, parish and even Welsh (but not English) county councils.

(5) This was one of the reasons KCC introduced the Kent Invicta Award, in order "to bestow [it] upon outstanding people from across the County who demonstrate the highest standards of outstanding achievement, courage, determination or brilliance in their chosen field".

(6) Despite the limited availability of awards at its disposal, it would appear as though the one Office of Dignity that is open to the county council to bestow is under-utilised at present and could be brought into greater use through the adoption by the council of a policy whereby past Members, perhaps having served for a certain length of time, would automatically be considered for the award.

Recommendation

2. Members' views are sought on the way forward.

Mrs Mary Cooper
Democratic Services Manager (Council, Governance and Appeals)
Tel: 01622 694354

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By: Alex King, Deputy Leader
 Mary Cooper, Democratic Services Manager; Council,
 Governance and Appeals

To: Selection and Member Services Committee – 8 October
 2008

Subject: MEMBER ACCOMMODATION

Classification: Unrestricted

FOR INFORMATION

(1) At its meeting on 12 October 2006 this Committee requested that details of all expenditure incurred on Member accommodation and facilities be reported.

(2) In June this year the changes set out below took place along the Chairman's corridor:

- the Chairman and Vice Chairman's PAs were moved to Room 67A, previously occupied by the Vice Chairman
- the Vice Chairman was moved to the Teise Room and the Kent Director Of Public Health was moved to the office previously occupied by the Chairman's PAs (Room 49A)
- the Labour Group meeting room was changed to Room 67 in order to free up office space for Legal Services staff.

(3) The costs for the moves are broken down as follows:

Furniture	£2,878.65
IT	311.00
Telephones	122.50
Removals	<u>893.00</u>
	<u>£4,205.15</u>

As the total is under £10k as agreed by the Committee, this report is for information.

Recommendation

(4) Members are asked to note this report.

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