



KENT COUNTY COUNCIL

SELECTION AND MEMBER SERVICES COMMITTEE

AGENDA

**Friday, 18 November 2011, at 2.00 pm
in the Wantsum Room, Sessions
House, County Hall, Maidstone**

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

Membership (9)

Conservative (7): Mr P J Homewood (Chairman), Mr P B Carter, Mr A J King, MBE,
Mr K G Lynes, Mr B J Sweetland, Mr M J Whiting and Mrs J Whittle

Liberal Democrat (1): Mrs T Dean

Labour (1) Mr G Cowan

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 - 20 October 2011 (Pages 1 - 2)
4. Member Development Policy Review (Pages 3 - 10)
5. Proposed amendment to Governor Appointments Panel officer delegations (TO FOLLOW)
6. Requests for Outside Body appointments (Pages 11 - 16)
7. 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

Thursday, 10 November 2011

Please note that any background documents referred to in the accompanying papers may be 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 Wantsum Room, Sessions House, County Hall, Maidstone on Thursday, 20 October 2011.

PRESENT: Mr P J Homewood (Chairman), Mr P B Carter, Mr G Cowan, Mrs T Dean, Mr A J King, MBE, Mr K G Lynes, Mr B J Sweetland and Mr M J Whiting

IN ATTENDANCE: Mr G Wild (Director of Governance and Law), Mr P Sass (Head of Democratic Services) and Mr A Tait (Democratic Services Officer)

UNRESTRICTED ITEMS

36. Minutes - 12 September 2011

(Item 3)

RESOLVED that the Minutes of the meeting held on 12 September 2011 are correctly recorded and that they be signed by the Chairman.

37. Proposed reorganisation of the Democratic Services Division

(Item 4)

RESOLVED that:-

- (a) approval be given to the revised structure for the Member Support Team in Democratic Services as set out in the report and that the Head of Democratic Services be requested to ensure that the changes are properly communicated to all members by the end of October 2011;
- (b) the Head of Democratic Services be requested to continue to review the operation and capacity within the division with a view to achieving further efficiencies in the light of the changing Council governance structure; and
- (c) the contribution over the last 39 years to Kent County Council of Mrs Mary Cooper, the Member Liaison Manager be recognised and acknowledged; and that she be thanked for her service.

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By: Alex King, Deputy Leader
Amanda Beer, Corporate Director of Human Resources
Peter Sass, Head of Democratic Services

To: Selection and Member Services Committee – 18 November 2011

Subject: Member Development Policy Review

Summary: This report invites the Committee to recommend that the County Council approves the updated Member Development Policy for incorporation in the County Council's Constitution.

Introduction

(1) In December 2008, Kent County Council committed to the South East Employers' (SEE) Member Development Charter. In September 2010, the Charter was awarded to Kent County Council and a commitment to the Charter Plus was agreed early in 2011.

Member Development Steering Group: Member Development

(2) Preparation for the Member Development Charter Plus was overseen by the cross-party Member Development Steering Group, chaired by Mr Alex King and supported by Mrs Coral Ingleton, Learning and Development Manager and Mrs Mary Cooper, the former Member Liaison Manager.

(3) The Member Development Steering Group consists of Member Champions and continues to have the role of keeping Members of their political groups involved, engaged and committed to the process. The role of the 'Frontline Elected Member' is key to the success of the County Council.

(4) A self-assessment improvement plan was agreed and put in place by the Group, following feed back from the SEE Assessment Panel. This improvement plan became the strategy designed to enable the County Council to continue to hold the Charter status. As an initial step to securing and maintaining Charter Plus status, the Member Development Group drafted an updated Member Development Policy for approval by the Selection and Member Services Committee.

(5) All Members will now be aware that, on 21 September, 2011, Kent County Council was awarded the Charter Plus based on the implementation of the key strategies underpinned in this draft Member Development Policy. KCC is the first County Council to achieve Charter Plus and only the second local authority in the South-East region to do so. This is a tremendous achievement for the officer team and all Members.

(6) A copy of the draft updated Member Development Policy is attached at **Appendix 1**. The Member Development Group's Terms of Reference are attached at **Appendix 2**.

Recommendation

(7) The Committee is asked to agree that the County Council be recommended to approve the draft updated Member Development Policy for incorporation in the Constitution.

Peter Sass
Head of Democratic Services
Tel: (01622) 694002

Coral Ingleton
Learning and Development Manager
Tel: (01622) 694532

KENT COUNTY COUNCIL
MEMBER DEVELOPMENT POLICY



INTRODUCTION

This Policy is a key part of our commitment to providing development opportunities for elected Members to enable them to effectively fulfil their role(s), now and in the future.

To demonstrate this commitment we have achieved the South East Charter for Elected Member Development and also attained the Charter Plus in September 2011.

This Policy has been developed by the cross-party Member Development Steering Group on Member Development as part of our action plan to continue with the charter and maintain the Charter Plus status.

PRINCIPLES/STANDARDS

The Council is committed to:

- Continue to develop elected Members to assist them fulfil their responsibilities to the local community, provide clear leadership and contribute to the achievement of the Council's aims and objectives.
- Ensuring equality of opportunity and access to training and development for all Members.
- Performance assessment of Members through an annual review of activity, ongoing development needs analysis and annual personal development planning meetings
- Ensuring adequate resources are available to meet Members' knowledge, training and development requirements.
- Working with partners to develop and deliver training for Members.
- Using varied and innovative methods of delivering training and development that make the best use of technology and meet the personal needs of Members.
- Defining general and specific mandatory training and development requirements relating to the roles of Members.
- Evaluating the impact and added value of training and development activity at an individual and organisational level.

PURPOSE OF ELECTED MEMBER DEVELOPMENT

The purpose of elected Member development is to ensure Members have the knowledge, skills and behaviours they need to effectively undertake their various roles.

We will achieve this through a programme that:

- Develops Members' knowledge and awareness of local and national issues and legislation
- Develops Members' skills and behaviours across a range of areas, including personal development; leadership, political and communication skills, ICT and in particular in relation to the increasingly involved local representative role, i.e. as a member of partnership bodies, including Locality Boards, etc

- Provides opportunities to network with each other, other local authorities and partners
- Provides opportunities to learn from innovative training and development both from across the UK and overseas
- Provides internal and external mentoring support
- Provide Members and partners with the opportunity to develop the skills necessary for effective partnership working and exploring the opportunity of targeted local service delivery
- Provide Members with the skills for the holding to account of decision makers across all sectors in the locality they represent

INDUCTION

A comprehensive induction programme will be provided for all Members following County Council elections and by-elections. The programme will be developed in conjunction with the Member Development Steering Group and include:

- Knowledge based learning
- Skill based learning
- Community issues including leadership, planning and public engagement
- Regulatory functions
- Scrutiny
- Decision making
- Ethical standards
- The Personalisation agenda
- How to deliver tailored services more effectively working in partnership across a locality.
- Individual induction to all new Members who join the County Council, or change roles at any other time.
- Officer and Member Mentors offered to support all County Councillors who have been elected for the first time

MANAGEMENT

Each political group will be invited to nominate a Member to be the 'Member Development Champion' for the group and a member of the Member Development Steering Group. The Council will nominate officers as members of the IMG Steering Group.

Reporting to the Selection and Member Services Committee, the Member Development Steering Group will have responsibility for approving the annual development programme and providing a steer for future requirements. In addition, the Steering Group is able to seek the support and guidance of the Member Remuneration Panel in relation to the completion and review of Members' Annual Reports

EVALUATION

All training and development events for members will be evaluated through individual feedback, achievement of planned outcomes and the overall contribution to the achievement of the council's aims and objectives and those of our partners.

Regular reports will be presented to the Member Development Steering Group to inform future planning of programmes and events. This report will form part of the annual Report to the Selection and Member Services Committee.

Members Development Steering Group

Terms of Reference

1. To champion and promote the development of Members.
2. To agree the Members' annual Learning and Development Plan, including induction programmes in appropriate years, working in partnership with other local authorities and public, private and voluntary bodies.
3. To annually monitor and evaluate the Member Development Policy.
4. To support and encourage Members in maintaining the Charter for Member Development and Investors in People.
5. To annually report to the Selection and Member Services Committee on progress of Member development.

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

To: Selection and Member Services Committee – 18 November 2011

Subject: Requests for Outside Body appointments

Summary: This report invites the Committee to appoint Mr Gordon Cowan as the County Council's representative on the Dover Roman Painted Homes Trust and to consider a request from Swale Borough Council to make a nomination to the Swale Rural Forum.

Dover Roman Painted House Trust

- (1) A letter has been received from the Dover Roman Painted House Trust requesting a replacement for Mr Roger Frayne to serve on the Trust. This letter is attached as **Appendix 1** to this report.
- (2) The Committee appointed Mr Frayne to the Trust on 4 December 2009 on the basis that he was the Local Member. In the event that the Committee wishes to continue this practice, the Local Member for Dover Town is Mr Gordon Cowan.

Swale Rural Forum

- (3) The Chairman of Swale Rural Forum has written to the Leader requesting that a Member of the Council should be invited to take a place on the Forum. This letter is attached as **Appendix 2** to this report.
- (4) The letter is clearly requesting that the KCC representative should be a Swale Member. As all KCC Members in the Swale area are members of the Conservative Group, I have asked that Group to make a nomination in the event that this Committee decides to take up membership of the Forum.

Recommendation

- (5) The Committee is invited to:-
- (a) appoint Mr Gordon Cowan as the County Council's representative on the Dover Roman Painted House Trust in his capacity as Local Member.
- (b) consider whether to appoint a representative from Swale District to the Swale Rural Forum and to make the appointment if it wishes to do so.

Andrew Tait
Democratic Services Officer
Tel: 01622 694342

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DOVER ROMAN PAINTED HOUSE TRUST

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New Street, DOVER, Kent CT17 9AJ
Tel. 01304 203279

*To protect the oldest and best-preserved Roman wall-paintings in Britain,
to open to the public and exhibit finds from Roman Dover.*
Winner of four national awards. Registered Charity No. 270499

*Andy,
please deal
with this. Thanks
Peter*

Peter Sass, Esq.,
Head of Democratic Services,
Kent County Council,
Maidstone,
Kent ME1

17th October, 2011.

Dear Mr. Sass,

Appointment of KCC Trustee.

Following our telephone conversation, please may I confirm what we discussed ?

Over the past 35 years the KCC, as one of the original founders of this project, have appointed a single trustee to our Trust. During this time we have had a number of helpful Members,, the last one being Roger Frayne of Dover. Sadly, he died recently.

The Trustees, through Mike Eddy, have requested me to contact you to ask you to arrange for a replacement trustee. There are only two meetings each year, always in Dover, normally on a Monday at 4.00pm. Mostly such trustees are Dover or East Kent based. Do please advise on any agreed appointment.

All good wishes,

Brian Philp



Trustee and Hon. Manager.

Supported by:

*- Dover District Council, Dover Town Council, Council for Kentish Archaeology,
Kent County Council and Kent Archaeological Rescue Unit*

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Mr Paul Carter
Leader of Kent County Council
County Hall
Maidstone
Kent ME14 1XQ

Please ask for: Kellie Mackenzie
Direct Line: 01795 417328
Our Ref: KM
Your Ref:
Date: 27 October 2011

Dear Mr Carter,

KCC Nomination to sit on the Swale Rural Forum

I am writing to ask you to nominate a KCC Member to sit on the Swale Rural Forum. This Forum discusses issues and makes recommendations to the Cabinet, regarding rural issues in Swale. Membership of the Forum is very wide ranging and includes Swale Members, Kent Association of Local Councils, Swale National Farmers Union, the Diocese of Canterbury, Kent Police, SEESwale, Kent Rural Community Council, Greening the Gateway (Kent and Medway) and we welcome a KCC representative.

The Swale Rural Forum meets four times a year and a wide variety of rural topics are discussed. The agenda and minutes from previous meetings, can be viewed via this link: <http://www2.swale.gov.uk/dso/>

The next meeting will be held at 7pm on Tuesday 10 January 2012 at Lower Halstow Memorial Hall, School Lane, Lower Halstow, Sittingbourne, Kent, ME9 7ES.

I hope that KCC can participate in the Forum. I look forward to hearing from you.

Yours sincerely

Councillor Prescott
Chairman of the Swale Rural Forum

Cc Mr Peter Sass, Head of Democratic Services, KCC

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