



## KENT COUNTY COUNCIL

### SELECTION AND MEMBER SERVICES COMMITTEE

#### AGENDA

**Wednesday, 13 July 2011, at 9.00 am  
in the Bewl 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, Mrs S V Hohler,  
Mr A J King, MBE, Mr K G Lynes, Mr B J Sweetland 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 - 7 June 2011 ( 1 - 4)
4. Member accommodation ( 5 - 6)
5. County Cars ( 7 - 12)
6. Honorary Freeman ( 13 - 16)
7. Proposed amendment to the Constitution ( 17 - 18)
8. Other Items which the Chairman decides are Urgent

#### **EXEMPT ITEMS**

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

Peter Sass  
Head of Democratic Services

**Tuesday, 5 July 2011**

*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 Wantsum Room, Sessions House, County Hall, Maidstone on Tuesday, 7 June 2011.

PRESENT: Mr D L Brazier (Substitute for Mr B J Sweetland), Mr G Cowan, Mrs T Dean, Mrs S V Hohler, Mr P J Homewood, Mr A J King, MBE, Mr K G Lynes  
Mrs J Whittle

IN ATTENDANCE: Ms C Davis (Policy Manager), Mr D Whittle (Policy Manager), Mr G Wild (Director of Governance and Law), Mr P Sass (Head of Democratic Services) Mr A Tait (Democratic Services Officer)

**UNRESTRICTED ITEMS**

**13. Membership**

*(Item 1)*

The Committee noted that Mrs J Whittle, Mr P J Homewood and Mr G Cowan had replaced Mr R A Marsh, Mrs J Rook and Mr L Christie respectively as Members of the Committee.

**14. Election of Chairman**

*(Item 3)*

(1) Mr A J King moved, seconded by Mrs S V Hohler that Mr P J Homewood be elected Chairman of the Committee.

*Carried with no opposition*

(2) Mr P J Homewood thereupon took the Chair.

**15. Minutes - 22 March 2011**

*(Item 5)*

RESOLVED that the Minutes of the meeting held on 22 March 2011 are correctly recorded and that they be signed by the Chairman.

**16. Establishing a Shadow Health and Wellbeing Board for Kent**

*(Item 6)*

(1) Mrs J Whittle made a declaration of Personal Interest as her husband was the Contact Officer for the report.

(2) Mrs T Dean moved, seconded by Mr G Cowan that the Committee recommend to the County Council that an Opposition Member be invited to take up membership of the Kent Shadow Health and Wellbeing Board.

*Motion Lost 2 votes to 5.*

(3) RESOLVED that the County Council be recommended to: -

- (a) establish the Kent Health and Wellbeing Board (KHWB) as a committee of Kent County Council, operating in shadow form until legislation is enacted;
- (b) agree its own membership of the KHWB together with the Terms of Reference set out in Appendix 1 to the report;
- (c) agree that the KHWB will report annually to the County Council on its activity and progress over the previous 12 months; and
- (d) agree that it will review and amend where necessary the Terms of Reference and Standing Orders of the KHWB in the light of its development over the next 18 months, its evaluation programme and the publication of relevant legislation and guidance.

## **17. Recorded Voting at Planning Applications Committee meetings**

*(Item 7)*

- (1) In agreeing the recommendations, the Committee asked that the report to County Council should clarify the reasons why the way in which each individual Committee Member voted could become a matter of legal significance.
- (2) RESOLVED that subject to (1) above, the County Council be recommended to agree that the Director of Governance and Law's advice (set out in paragraphs 4 and 5 of the report) be adopted into the Constitution.

## **18. Members' Allowances 2010/11**

*(Item 8)*

RESOLVED that the report on the annual return for Members' expenses in 2010/11 be noted.

## **19. Members' accommodation**

*(Item 9)*

The Committee noted that this report had been withdrawn

## **20. Outside Bodies - Rochester Bridge Trust**

*(Item 10)*

- (1) Mr A J King moved, seconded by Mr D L Brazier that Mr P J Homewood be appointed to the Rochester Bridge Trust.

*Carried with no opposition*

- (2) The Committee agreed that the Chairman of the County Council should be requested to write to Mr F Gibson to thank him for his long service and contributions as the County Council's representative on the Trust.

- (3) RESOLVED that:-

- (a) Mr P J Homewood be appointed to the Rochester Bridge Trust; and

- (b) The Chairman of the County Council be requested to write to Mr F Gibson, thanking him for his long service and contributions as the County Council's representative on the Trust.

**21. Outside Bodies - Regional Flood and Coastal Committee**

*(Item 11)*

RESOLVED that Mr A H T Bowles, Mr M J Harrison and Mr R E King be appointed as the County Council's representatives on the Southern Regional Flood and Coastal Committee, subject to ministerial approval being given for its proposed composition.

**22. Members' Allowances and Overheads Budget 2011/12**

*(Item 14)*

The Committee noted that this report had been withdrawn.

This page is intentionally left blank

By: Alex King, Deputy Leader  
Mary Cooper, Member Liaison Manager

To: Selection and Member Services Committee – 13 July 2011

Subject: MEMBER ACCOMMODATION

Classification: Unrestricted

FOR DECISION

---

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

(2) Throughout June and early July this year, the changes set out below have taken place in the Members area:

- The Cabinet Member Education Learning and Skills and her two Deputy Cabinet Members were moved to Room G65(a)
- The Cabinet Member for Customer and Communities and his Deputy Cabinet Member were moved to Room G66
- The Vice Chairman was moved to Room G67(a) which he will share with the Lord Lieutenant when he visits Sessions House
- The Cabinet Support Staff have moved into Room G65
- The Conservative Support officers and the Civic Office have moved into Room G67, together with the Member Liaison Officer (it is anticipated that the relocation of the Civic Office is a temporary move and it is the intention that they will relocate in due course to the mezzanine floor at the end of the Chairman's corridor)

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

|                 |                 |
|-----------------|-----------------|
| Decoration      | 352.00          |
| IT (inc phones) | 3190.00         |
| Removals        | <u>1375.00</u>  |
|                 | <u>£4914.00</u> |

It has been agreed to relocate the Liberal Democrat Group from their current offices into Room 1.47 on the first floor. In order for this move to take place a planning consent will first be required and then building works will be needed to divide the room into two separate offices. The costings for this will be available at the meeting.

As the total figure for the moves undertaken so far and the proposed Liberal Democrat Group move are likely to exceed the £10k limit delegated to officers

by this Committee on accommodation spend, the Committee's approval is sought to the expenditure listed above.

Mrs Mary Cooper  
Tel No: 01622 694354  
Email: [mary.cooper@kent.gov.uk](mailto:mary.cooper@kent.gov.uk)

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

To: Selection and Member Services Committee – 13 July 2011

Subject: County cars

Summary: This report invites the Committee to consider and reaffirm its policy on the use of the County car fleet.

---

## Background

(1) Kent County Council's policy on the use of the County car fleet was last considered by this Committee in July 2005 and it is now considered an appropriate opportunity to review the policy and its operation given the changes that have taken place since 2005.

(2) The protocol agreed in 2005 in relation to the use of the County cars was as follows:

- (i) Members wishing to use the cars whilst undertaking official duties may do so in accordance with the policy adopted by Selection Committee on 22 July 2005. This specifies that any requests from Members and the Chief Executive (now Managing Director) for use of a car to assist them in carrying out their official duties will be acceded to. When making such a request, the purpose of the journey must be specified and a record of this is retained.
- (ii) Optimum use of all the fleet vehicles will be made on a daily basis, using a number of sessional drivers, based on a common-sense assessment of the relative importance of each journey. This supersedes the previous policy dated April 2002, which was based on priority users.
- (iii) If no fleet car is available, Members are asked to use their own car or train/bus wherever possible. If a Member does not have his/her own car available or easy access to train/bus services, taxis may be used to travel to the nearest appropriate railway station or bus stop. Taxis should not be used for the entire journey if train or bus can be used for a significant part of it. Subject to these guidelines, the Committee and Member Services Unit can book taxis for Members, but Members are responsible for paying the fare direct to the driver. Reimbursement of car expenses, train, bus and taxi fares should be claimed in the normal way at the end of each month.
- (iv) Cars may be made available for high status VIP visitors when it appears to the Chief Executive (now Managing Director) that it would be in the interests of the County Council to do so. Costs will normally be re-charged to the appropriate Directorate.

(3) Kent County Council has operated cars for Members' and Chief Offices' use since the 1960s. The service is available for all 84 Members to use but is provided primarily for the civic duties of the Chairman and Vice Chairman of the Council and for the work of the Leader, Deputy Leader, Leader of the Opposition, Cabinet Members and the Managing Director. Over the years, the Council has used different methods of procurement for its vehicles, i.e. by both lease and direct purchase, and has sought to reduce the cost of the service down to the absolute minimum. Continuing effort needs to be applied to reduce costs wherever possible and to make best use of what is an invaluable and value-for-money service.

(4) The service is efficient and effective, given the size of the County Council's area; the ability for senior Members and Officers to undertake confidential work whilst travelling; and the value for money achieved when two or three individuals share a car to travel to and from the same meeting, as is often the case. The service is also available for any Member who may be temporarily incapacitated and cannot drive their own car, perhaps as a result of medical treatment.

(5) The council's existing fleet comprises three 6-year old Volvo S80s and a 14-year old Volvo Estate. The three S80s were originally leased to the Council over a four-year period but were purchased by the County Council at the end of the lease period in 2009 at a total cost of £20,620. The Volvo Estate is currently worth only a few hundred pounds. There are no plans to renew any of the fleet until 2015, despite the fact that the mileage on each of the four cars exceeds 100,000. The Council expects each of its cars to do a minimum of 250,000 miles before being replaced.

(6) The total cost of providing the County car service in 2010/11 was as follows:

|                                 |                |
|---------------------------------|----------------|
| Vehicle repairs and maintenance | £7,063         |
| Fuel                            | £9,222         |
| Congestion Charges              | £833           |
| Drivers' costs                  | £34,057        |
| Administrative costs            | £13,823        |
| <b>Total</b>                    | <b>£64,998</b> |

(7) It forms part of the duties of one of the council's employees to ensure that economic use is made of the vehicles on a daily basis, using a number of sessional drivers, who are only paid each time they drive one of the cars on an hourly basis.

(8) In addition to the car fleet, the Members' Allowances Scheme allows Members to travel by taxi, if the use of public transport or their own vehicle is impracticable. Using a taxi for certain types of journey can be cheaper than a County car for the same journey, which is why flexibility must be maintained when supporting the travel requirements of elected Members.

### **Changes since the 2005 Review**

(9) As indicated above, the three vehicles previously leased to the County Council have now been purchased and there are no plans to replace them until 2015. The other main change since the 2005 review is that none of the main drivers is employed permanently by KCC and are paid an hourly rate only when on duty.

## Usage

(10) Whilst the service is available for all Members and Chief Officers to use, the attached **schedule** shows that the primary users of the service tend to be the Chairman of the County Council, the Leader and Deputy Leader, Cabinet Members and Managing Director. Officers in Democratic Services currently record the time that each journey takes, including waiting time, as this is the basis on which the drivers are paid. Mileage for each journey is not currently recorded.

## Recommendations

- (11) The Committee is invited to determine the following:
- (i) Agree that the principle of providing a car service as an efficient means of travel, given the demands on Members' and Chief Officers' time and the benefits of being able to work whilst travelling should continue and for members when incapacitated or who don't drive
  - (ii) The Head of Democratic Services be requested to submit a report to this Committee on an annual basis, showing the costs incurred by Members using the County car service and taxis;
  - (iii) The variable costs of the service are reduced by at least 10% by the end of March 2013.

Peter Sass  
Head of Democratic Services  
01622 694002  
[peter.sass@kent.gov.uk](mailto:peter.sass@kent.gov.uk)

This page is intentionally left blank

CHAUFFEUR HOURS USED BY MEMBERS AND OFFICERS 2010-2011

| Member / Officer                 | Chauffeur Hours Used | Chauffeur Hours @ £10 per hour |
|----------------------------------|----------------------|--------------------------------|
|                                  |                      | £                              |
| Chairman - B Hayton              | 1223.5               | 12235                          |
| A King                           | 850.0                | 8500                           |
| P Carter                         | 648.0                | 6480                           |
| Vice Chairman - P Stockell       | 160.0                | 1600                           |
| K Lynes                          | 66.5                 | 665                            |
| R Marsh                          | 64.5                 | 645                            |
| A Bowles                         | 47.3                 | 473                            |
| K Kerswell - Officer             | 43.5                 | 435                            |
| J London                         | 36.0                 | 360                            |
| R Parry                          | 32.5                 | 325                            |
| J Davies                         | 28.5                 | 285                            |
| M Harrison                       | 24.8                 | 248                            |
| L Ridings                        | 23.0                 | 230                            |
| M Hill                           | 21.5                 | 215                            |
| P Lake                           | 20.5                 | 205                            |
| International Affairs - Officers | 13.0                 | 130                            |
| G Gibbens                        | 12.5                 | 125                            |
| T Dean                           | 12.0                 | 120                            |
| R Manning                        | 11.5                 | 115                            |
| S Hohler                         | 8.0                  | 80                             |
| J Simmonds                       | 7.5                  | 75                             |
| C Hibberd                        | 7.0                  | 70                             |
| C Capon                          | 6.0                  | 60                             |
| M Vye                            | 2.0                  | 20                             |
| N Chard                          | 0.6                  | 6                              |
| <b>Total</b>                     | <b>3370.1</b>        | <b>33701</b>                   |

This page is intentionally left blank

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

To: Selection and Member Services – 13 July 2011

Subject: Honorary Freeman

Summary: This report invites the Committee to recommend to the County Council to consider whether it wishes to utilise powers under the Local Democracy, Economic Development and Construction Act 2009, to confer the award of Honorary Freeman to persons of distinction as described in this report and to delegate authority to the Deputy Leader of the Council, in consultation with the Leaders of the other two political groups, to formulate and agree the criteria for such awards.

---

- (1) At its meeting on 30 April 2009, the County Council resolved to utilise the power contained in Section 249 of the Local Government Act 1972, to confer the award of Honorary Alderman to recognise the eminent services of some of its distinguished former Members (see previous report at **Appendix 1**). There is no statutory definition of “eminent services” but the County Council agreed that the award should only be made to former Members who had served at least 12 years and had rendered eminent services in terms of the individual’s contribution to the activities of the County Council and the well-being of the County of Kent. Nominations are made to the County Council by the Leader, Deputy Leader and the Leaders of the two Opposition Groups.
- (2) Honorary Aldermen are invited to attend relevant civic and ceremonial events, including the Annual Meeting of the Council and the Chairman’s Civic Reception. The names of those individuals awarded the status of Honorary Alderman are also be included on the wooden honours board in the Council Chamber.
- (3) Since the County Council resolved to utilise this power, thirteen distinguished former Members have been admitted as Honorary Aldermen by the County Council:

Mr Terry Birkett  
Dr S J Cox  
Mrs Joyce Esterson  
Mr J Frisby  
Dr Frank Fox  
Mr Frank Gibson OBE  
Lord Kingsdown KG PC  
Mr Peter Morgan  
Mr R H B Neame, CBE  
Mr W Newman, DL  
Mr J A Spence  
Mrs Allison Wainman OBE  
Mr Fred Wood-Brignall

- (4) The Local Democracy, Economic Development and Construction Act 2009 has made two important changes to legislation on Honorary titles:
1. Local Authorities may now also award the title of “Honorary Alderwoman”
  2. Local Authorities may now also award the title of “Honorary Freeman” and “Honorary Freewoman” to “persons of distinction”, who have, rendered eminent services to the local authority “place or area”. This means that the title may be given to individuals who have not served as local authority Members.

Recommendation:

(5) The Committee is invited to agree to recommend to the County Council, that the principle of awarding the title of Honorary Freeman to persons of distinction be introduced as described in paragraph 4 above and ask the County Council to delegate authority to the Deputy Leader of the Council, in consultation with the Leaders of the other two political groups, to formulate and agree the criteria for such awards.

Peter Sass  
Head of Democratic Services  
01622 694002  
[peter.sass@kent.gov.uk](mailto:peter.sass@kent.gov.uk)

By: Alex King, Deputy Leader  
Geoff Wild - Director of Law and Governance

**Appendix 1**

To: County Council – 30 April 2009

Subject: Appointment of Honorary Aldermen

Classification: Unrestricted

---

Summary: This report invites the County Council to approve the procedure and criteria to appoint Honorary Aldermen.

FOR DECISION

---

### Background

1) At a meeting of the Selection and Member Services Committee on 8 October 2008, consideration was given to a proposal to allow the County Council to bestow an Office of Dignity upon individuals. The Committee was advised that the only statutory Office of Dignity that can be awarded by an English County Council is that of Honorary Alderman. The Committee was advised that, under Section 249 of the Local Government Act 1972 “a principal Council may, by a resolution passed by not less than two thirds of the Members voting thereon at a meeting of the Council specially convened for the purpose with notice of the object, confer the title of Honorary Alderman on persons who have, in the opinion of the Council, rendered eminent services to the Council as past Members of that Council, but who are not then Members of the Council.”

### Criteria for the Award

2) At its meeting on 23 January 2009, the Committee was advised that there is no statutory guidance on the definition of “eminent services”, although it is recommended that each Council should develop its own criteria. Accordingly, the following criteria are recommended to the County Council for approval:

- The title may be conferred on persons who have, in the opinion of the Council, rendered eminent services to the Council as past Members, but who are no longer serving Members;
- There shall be no specific definition of “eminent services”, it being left to the discretion of the Council at the time to assess and recognise any individual’s contribution to the activities of the Council and the wellbeing of the county of Kent;
- Nominees would normally require a minimum period of 12 years past service as a Member of the Council;
- In accordance with Section 249 of the 1972 Act, nominees would have to receive the support of not less than two-thirds of the Members voting thereon at a special Council meeting convened for the purpose;
- Nominations can be made by any Group Leader. However, before proceeding, officers and Members should, via the party groups, establish whether or not the nomination would be likely to receive sufficient support to proceed;

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

3) Should the County Council agree both the principle of awarding the status of Honorary Alderman and the criteria suggested by the Selection and Member Services Committee listed above, it is suggested that a meeting of the County Council be arranged after the County Council elections in June, in consultation with the Chairman of the County Council, to determine the nominations made by any Group Leader as to the award of the status of Honorary Alderman. It is also proposed that the names of Honorary Alderman would appear on a suitable wooden board in the Council Chamber, as already exists for Chairmen and Vice Chairmen of the County Council.

#### Recommendation

4) Members are invited to approve the criteria for appointing Honorary Aldermen of the Council, as set out in paragraph 2) above.

Alex King – Deputy Leader  
01622 694122  
[alex.king@kent.gov.uk](mailto:alex.king@kent.gov.uk)

Geoff Wild  
Director of Law and Governance  
01622 694302  
[geoff.wild@kent.gov.uk](mailto:geoff.wild@kent.gov.uk)

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

To: Selection and Member Services Committee – 13 July 2011

Subject: PROPOSED AMENDMENT TO THE CONSTITUTION

Classification: Unrestricted

---

Summary: To recommend an amendment to the Constitution to enable the Governor Appointments Panel to appoint Authority Governors to the new Academies

FOR DECISION

---

### **Introduction**

1. (1) The Governor Appointments Panel currently makes appointments or removals of Authority Governors to school governing bodies and to Management Committees of Pupil Referral Units.

(2) In 2010, the Government brought in legislation permitting Authority schools to become autonomous bodies (Academies). Technically, therefore, Academies qualify as Outside Bodies for the purposes of appointing representatives from the County Council.

(3) Should the Authority wish (when invited to do so) to make an appointment, it would currently fall to this Committee to decide whether to make an appointment.

(4) The Governor Appointments Panel was set up to free this Committee from carrying out this function for educational establishments. It is recommended that this function should be broadened to include Academies.

(5) Should the Committee be minded to agree, it will need to recommend an amendment to the County Council permitting the Governor Appointments Panel to make appointments to the Governing Bodies of Academies.

### **Recommendation**

2. (1) The Committee is invited to recommend to the County Council that its terms of reference should be amended to enable the Governor Appointments Panel to appoint and remove Authority Governors to and from the Governing Body of Academies.

Peter Sass –  
Head of Democratic Services  
01622 69**4002**