

SELECTION AND MEMBER SERVICES COMMITTEE

Tuesday, 10th July, 2012

11.00 am

Swale 3, Sessions House, County Hall, Maidstone

KENT COUNTY COUNCIL

SELECTION AND MEMBER SERVICES COMMITTEE

AGENDA

**Tuesday, 10 July 2012, at 11.00 am
in the Swale 3, 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 M C Dance,
Mr A J King, MBE, 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 - 13 June 2012 (Pages 1 - 4)
4. Proposed amendments to the County Council Constitution and consequential changes to the new governance arrangements TO FOLLOW
5. Petition Scheme Review (Pages 5 - 20)
6. New Template for the Annual Review Report (Pages 21 - 26)
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

Monday, 2 July 2012

Please note that any background documents referred to in the accompanying papers maybe inspected by arrangement with the officer responsible for preparing the relevant report.

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KENT COUNTY COUNCIL

SELECTION AND MEMBER SERVICES COMMITTEE

MINUTES of a meeting of the Selection and Member Services Committee held in the Swale 2, Sessions House, County Hall, Maidstone on Wednesday, 13 June 2012.

PRESENT: Mr P J Homewood (Chairman), Mr G Cowan, Mr M C Dance, Mr A J King, MBE, Mr T Prater (Substitute for Mrs T Dean), Mr B J Sweetland, Mr M J Whiting and Mrs J Whittle

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

UNRESTRICTED ITEMS**10. Minutes - 11 May 2012**

(Item 3)

RESOLVED that the Minutes of the meeting held on 11 May 2012 are correctly recorded and that they be signed by the Chairman.

11. Members' Allowances and Expenses for 2011/12

(Item 4)

(1) In response to a question from Mr T Prater, the Head of Democratic Services agreed to consider the possibility of redesigning the Members' Expenses Claim Form to distinguish between journeys from home to County Hall and other County Council business.

(2) RESOLVED that:-

(a) the report be noted; and

(b) approval be given to the publication of the allowances and expenses for 2011/12 as required by the *Local Authorities (Members' Allowances) (England) Regulations 2003* and detailed in Appendix A to the report.

12. Proposed County Car Policy

(Item 5)

(1) Mr T Prater moved that the words "Leader" and "Deputy Leader" be deleted from paragraphs 1 and 8 of the draft County Car Policy. This motion was not put to the vote as it was not seconded.

(2) Mr M J Whiting moved, seconded by Mr B J Sweetland that the proposed revised County Car Policy be adopted subject to the inclusion of the Leader of the Opposition in paragraphs 1 and 8 of the draft Policy.

Motion carried by 7 votes to 1

(3) Mr T Prater requested pursuant to Committee Procedure Rule 2.20 (3) that his vote against the resolution set out in (4) below be recorded in the Minutes.

(4) RESOLVED that approval be given to the County Car Policy as appended to these Minutes.

13. Appointment of KCC Members to the Kent Big Society Investment Panel

(Item 6)

(1) The Committee noted that, whilst the appointments would nominally be for a three year period, they would necessarily be reviewed after the local government elections in 2013.

(2) RESOLVED that subject to (1) above, Mr P M Hill, Mr D A Hirst and Mr L Christie be appointed as Members of the Big Society Investment Panel for a period of three years.

14. Appointments to Outside Bodies

(Item 7)

RESOLVED that:-

- (a) Mr M C Dance be appointed as the County Council's representative to Locate in Kent; and
- (b) the appointment by the Leader of Mr M C Dance as the County Council's representative on Thames Gateway Strategic Partnership and the Kent Economic Board be noted.

MINUTES APPENDIX

(Minute 12 applies)

KENT COUNTY COUNCIL

County Car Policy

(as approved by Selection & Member Services Committee on 13 June 2012)

INTRODUCTION

This Policy should be read in conjunction with the Code of Member Conduct. Where there is doubt about the meaning or interpretation of any aspect of this Policy, advice should be sought from the Section 151 Officer and/or the Monitoring Officer.

1. County Cars are provided for use primarily by the Chairman, Vice Chairman, Leader, Deputy Leader, Leader of the Opposition and Cabinet Members when on official council business, i.e. representing KCC at meetings and events where the Member is an official KCC representative, acting in their capacity as a County Councillor, undertaking KCC business.
2. When not required for this purpose, County Cars are available for use by other Members on official council business.
3. County Cars/drivers may also be made available to senior officers and third parties when it appears to the Head of Democratic Services that it would be in the interests of the County Council to do so.
4. Optimum use of all the County Cars 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.
5. If no County Car is available, Members should use their own car or public transport wherever possible. They may also use taxis in the circumstances described in paragraph 6, below.
6. A Member may use a taxi on official council business if:
 - (a) they do not have their own car available and
 - (b) they do not have easy access to public transport
7. All taxi fares for official journeys should be paid by the Member concerned and claimed back via the expenses system on the production of a valid receipt (not including gratuities), except where KCC officers are able to secure a cheaper alternative by booking and paying direct.
8. Travel by County Car or taxi between a Member's home and County Hall should be regarded as an exception to normal travelling arrangements for all Members and only authorised in the following specific circumstances:
 - (a) to drive the Chairman, Leader, Deputy Leader or Leader of the Opposition or their spouse/partner or other guest from home and back for the purposes of attending formal meetings or engagements that the Chairman, Leader, Deputy Leader or Leader of the

Opposition is required to attend on behalf of Kent County Council as part of their official duties

- (b) where a Member is ill or incapacitated
 - (c) on limited occasions where, on a temporary basis, the Member's own vehicle or normal mode of travel is unavailable for any reason, including the non-availability of public transport
9. No use of the County Cars other than on official business is permitted. However, in the event that the Chairman, Vice Chairman, Leader or Cabinet Members wish to combine journeys on official council business with journeys of a private nature, they may arrange for the services of a KCC driver to be provided to drive their own cars. The cost of the driver for any private journey shall be reimbursed by the Member (based on a formula to be determined on each occasion by the Section 151 Officer) and the Member may only claim expenses for the KCC element of the journey. In this regard, the Member concerned must ensure that the KCC driver(s) they use are added to their private motor vehicle policy as a named driver for the specific purpose for which they would be driving.
10. Bookings of County Cars/drivers should be made as early as possible in advance of the date required by contacting Grigorios Vrakopoulos, County Car Administrator (01622 694440). In order that the most efficient use can be made of the County Cars, when making a booking all Members are asked to:
- (a) state the purpose of their journey together with details of date, times and destination
 - (b) not specify a particular car or driver
 - (c) be flexible about collection/drop-off times, wherever possible
 - (d) be willing to share a car with another Member or Officer travelling in the same direction
11. Details of all journeys undertaken in the County Cars will be recorded and retained for audit and reporting purposes and Members will be asked to counter-sign the driver's timesheet

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

To: Selection and Member Services Committee – 10 July 2012

Subject: Petition Scheme - Review

Classification: Unrestricted

Summary: This report provides information on the current Petition Scheme to assist Members in their consideration of possible amendments to the scheme in the light of the revocation the legal requirements around the administration of petitions.

Introduction

1. (1) With effect from 1 April 2012, section 46 of the Localism Act 2011 revoked the requirements under the Local Democracy, Economic Development and Construction Act 2009 for councils to make, publish and comply with a scheme for the handling of petitions, and provide a facility for e-petitions. This report proposes that the County Council retains a Petition Scheme but explains the options for amending the current scheme in the light of experience. A copy of the current Petition Scheme is attached (**Appendix 1**).

2. (1) Since the current Petition Scheme was introduced on 1 September 2010, there have been 101 Paper Petitions and 31 e-petitions submitted, of which 14 have triggered a debate at County Council. Attached as **Appendix 2** is a list of petitions received.

(2) The Petition Scheme was amended at County Council on 29 March 2012 to take account of the new governance arrangements.

Petition Scheme

3. (1) Prior to the introduction of the Petition Scheme, there were established processes in Directorates for handling petitions, but these were not consistent across KCC and there was no central record kept of petitions received and the responses given. The biggest advantage of the current Petition Scheme is that the public know that if they submit a petition they will receive a response and whether, depending on the amount of signatures, it will lead to a debate at County Council. The petition scheme sets out a transparent process which conforms with the “One Council” ethos and should be retained.

(2) Set out below are the individual elements of the current system and suggested amendments to them.

Guidelines for submitting a petition (paragraph 1 of the Petition Scheme)

(3) The current scheme states:

“(a) *Petitions submitted to the County Council must include:*

- (i) *a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the County Council to take.*
- (ii) *the name and address of the petition organiser (this is the person we will contact to explain how we will respond to the petition), and*
- (iii) *the name and address and signature of any person supporting the petition. (Petitions can be signed by people who live, work, study in or visit the County Council’s area).”*

(4) Requirements (a) (i) and (ii) are administrative matters. Section (a) (iii) limits persons that can sign a petition to those who live, work or study in or visit KCC’s area. However, as it is not possible from a name and address to know if someone works or visits the area, officers have taken the view that as long as a name and an apparently valid address is used the signature is taken to be valid. Petitions are also checked for duplicate signatures if the number of signatures is near the trigger figure. Detailed checks would be very resource intensive and therefore cannot be considered at this time.

What the Council will do when it receives a petition (paragraph 2 of the Petition Scheme)

(5) The current process set out in the scheme is that an acknowledgement is sent to the petition organiser within 5 working days of receipt of the petition, confirming that they will receive a response to the petition within 20 working days of receipt, or in the case of an e-petition within 20 working days of the e-petition closing. This process mirrors the timescale for dealing with Freedom of Information requests and has worked well since it was introduced in 2010 and should continue.

How the will County Council respond to petitions (paragraph 3 of the Petition Scheme)

(6) The current Scheme sets out the following ways that the County Council may respond to a petition:

- (i) taking the action requested in the petition
- (ii) considering the petition at a Council meeting
- (iii) holding an inquiry into the matter
- (iv) undertaking research into the matter
- (v) holding a public meeting
- (vi) holding a consultation
- (vii) holding a meeting with petitioners
- (viii) referring the petition for consideration by one of the Council’s Cabinet Committees or in the case of cross cutting issues the Head of Democratic Services in consultation with the Chairmen of the relevant Cabinet

- Committees/appropriate Cabinet Members will determine which Cabinet Committee will consider the petition
- (ix) calling a referendum
 - (x) writing to the petition organiser setting out our views about the request in the petition”

(7) In practise, any petition that does not receive the required number of signatures to trigger a debate at County Council is passed to the Directorate to ensure that a response is sent from the Cabinet Member.

(8) It is recommended that the following paragraph be added to the scheme to reflect current practise:

“Each petition that does not have the required number of signatures to trigger a debate will receive a written response from the appropriate Cabinet Member, which will set out their views about the request in the petition and what action, if any, will be taken.”

Petitions not directly related to County Council functions. (Paragraph 3(d) of the Petition Scheme)

(9) The current scheme includes provision for the County Council to consider petitions on matters outside its direct remit, but over which it may have some influence or “lobbying power”, e.g. rail services, police or NHS services. It is proposed that this provision should be retained as the County Council is an influential organisation.

Full County Council debates (paragraph 4 of the Petition Scheme)

(10) Since the introduction of the Petition Scheme, all of the petition debates at County Council have been on Executive matters, not matters on which the County Council is able to make a decision. Debates on executive functions can only inform any decision made by the Cabinet Member.

(11) Currently, the number of signatures required to trigger a debate at County Council is 12,000, or 1,000 for a County Council matter relating to a District area. As 1% of the population of the County Councils area is approximately 14,000, it is proposed that this figure be used to trigger a debate at County Council and petitions that achieve between 7,000 and 13,999 signatures be referred to the relevant Cabinet Committee for consideration and debate. As the Locality Board process matures, consideration can be given at a later date to referring some of these matters to the appropriate Board. Petitions that achieve up to 6,999 signatures would be submitted to the relevant Cabinet Member for a response.

(12) There needs to be a clear process so that petitioners know what to expect. Below are the key points of the current petition debate process:

- (a) Lead petitioner or representative(s) are given the opportunity to submit a written statement and have five minutes in total to present the petition at the meeting.
- (b) Debate of maximum of 45 minutes

- (c) Local Members are given the opportunity to speak first in the debate for up to 3 minutes each and the last speaker in the debate is the relevant Cabinet Member who may speak for up to 5 minutes.

To bring this in line with the current length of speeches for Members at County Council I propose that the lead petitioner and Cabinet Member speak on the petition for three minutes. Members may wish to recommend amendments to the length of debates and speeches and whether a limit should be placed on the number of petition debates to be heard at any one Council or Cabinet Committee meeting.

E-Petitions (paragraph 6 of the Petition Scheme)

(13) The County Council's e-petition scheme went live on 1 September 2010. The software that supports e-petitions is a free module within our Committee Management system. At the time of writing this report, there have been 30 e-petitions containing 27,104 signatures.

(14) This facility would appear to be popular with the public. It is cost effective to administer and is a good public engagement tool. It is therefore recommended that it be retained even though there is no longer a legal requirement to do so.

Calling an officer to give evidence at the Scrutiny Committee (Paragraph 5 of the Petition Scheme)

(15) As there have been no petitions asking a senior officer to give evidence, I do not consider that it is necessary to include this provision within the new Petition Scheme now that the legal requirement has been revoked.

What happens if a petitioner feels their petition has not been dealt with properly (Paragraph 8 of the Petition Scheme)

(16) There have been no requests from petitioners to review the way that their petition was dealt with. The previous legislation required the scheme to make provision for an Overview and Scrutiny Committee to consider any requests from a petitioner to review the way that their petition was dealt with (in accordance with the new governance arrangements this was amended to the Scrutiny Committee).

(17) It is proposed, therefore, that any requests to review the way that their petition was dealt with should be referred to the Selection and Member Services Committee for consideration and the terms of reference of that Committee amended accordingly.

4. Recommendation: Members are requested to consider recommending to the County Council the following amendments to the petition scheme :

- (a) that there be no change to the details that must be included for a petition to be valid (paragraphs 3(3) & (4) refer);

(b) the timescale for processing and responding to petitions be retained (paragraph 3(5) above refers);

(c) the replacement of the current list of ways that the County Council will respond to petitions with the following wording:

“Each petition that does not have the required number of signatures to trigger a debate will receive a written response from the appropriate Cabinet Member(s), which will set out their views on the petition and what action, if any, will be taken.” (paragraphs 3 (6) – (8) above refer);

(d) the retention of the provision to consider petitions on matters outside the County Council’s direct remit but over which it may have some influence (paragraph 3 (9) above refers);

(e) the provision for a debate at County Council to be triggered by a petition that achieves 14,000 or more signatures, the provision for debates for those petitions that achieve between 7,000 and 13,999 signatures at the appropriate Cabinet Committee, and provision for petitions that achieve up to 6,999 signatures to be referred to the appropriate Cabinet Member(s) for response (paragraphs 3 (10) & (11) above refer);

(f) the time allocated to the lead petitioner and Cabinet Member to speak on the petition at County Council or Cabinet Committees debates be amended to three minutes (paragraph 3 (12) above refers);

(g) the retention of the facility for e-petitions (paragraphs 3 (13) & (14) above refers);

(h) the removal of the requirement for an officer to give evidence at the Scrutiny Committee if a petition requesting this achieves a certain number of signatures (paragraph 3 (15) above refers);

(i) the process set out in the scheme for reviewing the way that a petition has been dealt with be amended to refer any requests to the Selection and Member Services Committee and the terms of reference of that Committee be amended accordingly (paragraphs 3 (16) & (17) above refer).

Peter Sass
Tel No: 01622 694002
e-mail: peter.sass@kent.gov.uk

Background Information: *None*

Petition Scheme

1. What are the guidelines for submitting a petition?

- (a) Petitions submitted to the County Council must include:
- (iv) a clear and concise statement covering the subject of the petition. It should state what action the petitioners wish the County Council to take.
 - (v) the name and address of the petition organiser (this is the person we will contact to explain how we will respond to the petition), and
 - (vi) the name and address and signature of any person supporting the petition. (Petitions can be signed by people who live, work, study in or visit the County Council's area).
- (b) Petitions which are considered to be vexatious*, abusive or otherwise inappropriate will not be accepted and you will be contacted to explain the reasons for this.
- (c) * In deciding if a petition is vexatious the guidance used for the Freedom of Information act the starting point will be:

“Deciding whether a request is vexatious is a flexible balancing exercise, taking into account all the circumstances of the case. There is no rigid test or definition, and it will often be easy to recognise. The key question is whether the request is likely to cause distress, disruption or irritation, without any proper or justified cause”

- (d) In the period immediately before an election or referendum we may need to deal with your petition differently – if this is the case we will explain the reasons and discuss the revised timescale which will apply.
- (e) Petitions for a County Council debate should be submitted to the Head of Democratic Services & Local Leadership at least 14 days before the next available meeting. The Chairman shall have discretion to accept petitions on urgent matters after that deadline following consultation with the political Group Leaders.
- (f) If a petition does not follow the guidelines set out above, the County Council may decide not to do anything further with it. In that case, we will write to you to explain the reasons.

2. What will the County Council do when it receives my petition?

- (a) An acknowledgement will be sent to the petition organiser within 5 working days of receiving the petition. It will let them know what we plan to do with the petition and when they can expect to hear from us again. It will also be published on our website.

- (b) If we can do what your petition asks for, the acknowledgement may confirm that we have already taken the action requested and the petition will be closed. If the petition has enough signatures to trigger a County Council debate, or a senior officer giving evidence, then the acknowledgment will confirm this and tell you when and where the meeting will take place. If the petition needs more investigation, we will tell you the steps we plan to take.
- (c) If the petition applies to a [planning application](#), is a statutory petition (for example requesting a referendum on having an elected mayor), or on a matter where there is already an existing right of appeal, such as council tax banding and non-domestic rates, other procedures apply.
- (d) To ensure that people know what we are doing in response to the petitions we receive the details of all the petitions submitted to us will be published on our website, except in cases where this would be inappropriate. Whenever possible we will also publish all correspondence relating to the petition (all personal details will be removed). When you sign an e-petition you can elect to receive this information by email. We will not send you anything which is not relevant to the e-petition you have signed, unless you choose to receive other emails from us.

3. How will the County Council respond to petitions?

- (a) Our response to a petition will depend on what a petition asks for and how many people have signed it, but may include one or more of the following:
 - (xi) taking the action requested in the petition
 - (xii) considering the petition at a Council meeting
 - (xiii) holding an inquiry into the matter
 - (xiv) undertaking research into the matter
 - (xv) holding a public meeting
 - (xvi) holding a consultation
 - (xvii) holding a meeting with petitioners
 - (xviii) referring the petition for consideration by one of the Council 's overview and scrutiny committees* or in the case of cross cutting issues the Head of Democratic Services and Local Leadership in consultation with the Chairman and Spokesmen of the Scrutiny Board will determine which overview and scrutiny committee will consider the petition
 - (xix) calling a referendum
 - (xx) writing to the petition organiser setting out our views about the request in the petition
- (b) * Overview and scrutiny committees are committees of Elected Members who are responsible for scrutinising the work of the County Council – in other words, the overview and scrutiny committee has the power to hold the County Council's decision makers to account.

- (c) The County Council will tell you what it intends to do with the petition within 20 working days of receipt of the paper petition or the close of an e-petition.
- (d) If your petition is about something over which the County Council has no direct control (for example the local railway or hospital) we will consider making representations on behalf of the community to the relevant body. The County Council works with a large number of local partners and where possible will work with these partners to respond to your petition. If we are not able to do this for any reason (for example if what the petition calls for conflicts with County Council policy), then we will set out the reasons for this to you. You can find more information on the [services](#) for which the County Council is responsible here.
- (e) If your petition is about something that a different Council is responsible for, or for which we have joint responsibility, we will give consideration to what the best method is for responding to it. This might consist of simply forwarding the petition to the other Council for them to respond to or comment on, but could involve other steps. In any event we will always notify you of the action we have taken.

4 Full County Council debates

- (a) If your petition relates to a county-wide matter and contains at least 12,000 signatures it will be debated by the County Council (unless it is a petition asking for a senior council officer to give evidence at a public meeting (see below)). If your petition covers a County Council matter that relates to a specific District Council area it will require at least 1,000 signatures for it to be debated by the County Council. If this matter relates to more than one District Council area then at least a 1,000 signatures per District Council area will be required for the matter to be debated by the County Council.
- (b) The County Council will endeavour to consider the petition at its next meeting, although on some occasions this may not be possible and consideration will then take place at the following meeting.
- (c) The lead petitioner, or their named representative will be invited to attend the meeting and to submit a written statement of no more than 500 words, which should be sent to the Democratic Services Unit (preferably by e-mail) to arrive by 5:00pm on the Monday of the week before the County Council meeting. The relevant Directorate should also submit a brief position statement/briefing note by the same deadline;
- (d) At the meeting of the County Council the petition organiser, or their named representative, will be given five minutes to present the petition at the meeting and the petition will then be discussed by Elected Members. The total time for a petition debate will be 45 minutes. If the lead petitioner, or their named representative, does not attend the County Council meeting then the petition will be considered in their absence.

- (e) The County Council will decide how to respond to the petition at this meeting. They may decide to take the action the petition requests, not to take the action requested for reasons put forward in the debate, or to commission further investigation into the matter, for example by the relevant Cabinet Member or committee.
- (f) Where the issue is one on which the County Council's Executive is required to make the final decision, the County Council will decide whether to make recommendations to inform that decision.
- (g) The petition organiser will receive written confirmation of the Council's decision, which will also be published on our website.
- (h) The County Council will not debate a petition on the same decision/issue as one debated by the County Council within the previous six months.

5 Calling an Officer to give evidence at an Overview and Scrutiny Committee

- (a) Your petition may ask for a [senior council officer](#) to give evidence at a public meeting about something for which the officer is responsible as part of their job. For example, your petition may ask a senior council officer to explain progress on an issue, or to explain the advice given to elected members to enable them to make a particular decision.
- (b) If your petition contains at least 6,000 signatures for a countywide matter and 500 signatures (or multiples) for a County Council matter relating to a District area(s), the relevant senior officer, accompanied by the relevant Cabinet Member, will give evidence at a public meeting of one of the Council's overview and scrutiny committees. A list of the senior staff that can be called to give evidence can be found [here](#).
- (c) You should be aware that the overview and scrutiny committee may decide that it would be more appropriate for another officer to give evidence instead of any officer named in the petition – for instance if the named officer has changed jobs.
- (d) The lead petitioners or their named representative:
 - (i) will be invited to attend the meeting and to submit a written statement of no more than 500 words, which should be sent to the Democratic Services Unit (preferably by e-mail) to arrive by 5:00pm on the Monday of the week before the Overview & Scrutiny meeting;
 - (ii) will be allowed to address the Committee for up to 5 minutes to summarise their reviews and to amplify, but not repeat, any points in their written statement;
 - (iii) will then be allowed up to 5 minutes to ask questions of the officer (the 5 minutes does not include the time for answers to be given). These questions should be used to seek genuinely new information. Questions must not be asked to which the member of the public already knows the answer;

- (iv) will receive written confirmation of the Overview & Scrutiny Committee's decision, which will also be published on our website

6 E-petitions

- (a) The Council welcomes [e-petitions](#) which are created and submitted through our website. E-petitions must follow the same guidelines as paper petitions (as set out above). The petition organiser will need to provide us with their name, postal address and email address. You will also need to decide how long you would like your petition to be open for signatures. Most petitions remain open for a maximum of 3 months, but a shorter or longer timescale can be agreed with the petition organiser if appropriate.
- (b) When you create an e-petition, it may take up to 10 working days before it is published online. This is because we have to check that the content of your petition is suitable before it is made available for signature. If we feel we cannot publish your petition for some reason, we will contact you within this time to explain. You will be able to change and resubmit your petition if you wish. If you do not do this within 10 working days, a summary of the petition and the reason why it has not been accepted will be published under the 'rejected petitions' section of the website. When an e-petition has closed for signature, it will automatically follow the same process as a paper petition (as set out above)
- (c) In the same way as a paper petition, you will receive an acknowledgement within 5 working days of the close of the e-petition. A petition acknowledgement and response will be emailed to everyone who has signed the e-petition and elected to receive this information. The acknowledgment and response will also be published on this website.

7 How do I 'sign' an e-petition?

You can see all the [e-petitions](#) currently available for signature here [insert link]. When you sign an e-petition you will be asked to provide your name, your postcode and a valid email address. When you have submitted this information you will be sent an email to the email address you have provided. This email will include a link which you must click on in order to confirm the email address is valid. Once this step is complete your 'signature' will be added to the petition. People visiting the e-petition will be able to see your name in the list of those who have signed it but your contact details will not be visible.

8 What can I do if I feel my petition has not been dealt with properly?

- (a) If you feel that we have not dealt with your petition properly, the petition organiser has the right to request that the steps that the County Council has taken in response to your petition are reviewed. All reviews will be considered the Scrutiny Board.
- (b) It is helpful to everyone, and can improve the prospects for a review if the petition organiser gives a short explanation of the reasons why the County Council's response is not considered to be adequate.

- (c) The Board will endeavour to consider your request at its next meeting, although on some occasions this may not be possible and consideration will take place at the following meeting.
- (d) Should the Board determine that the County Council has not dealt with your petition adequately, it may use any of its powers to deal with the matter. These powers include instigating an investigation, making recommendations to the County Council's Executive and arranging for the matter to be considered at a meeting of the full County Council.
- (e) Once the appeal has been considered the petition organiser will be informed of the results within 5 working days. The results of the review will also be published on our website

Approved by the County Council on 22 July 2010
(Amended 16 December 2010)
In force from 1 September 2010

List of petitions received

E-Petitions received since 1 September 2010

Subject	No of signatures	Response	
		Written	CC Debate
E petition - number of signatures for a County Council debate	3	√	
Saltbin Criteria	1	√	
Campaign Against A Frames (Advertising Boards)	59	√	
Temporary Disabled Blue Badges	72	√	
Kent Freedom Pass	5633	√	
'Essential' User Status	785	√	
More Suitable Short Breaks for disabled Children & Their Families	39	√	
Youth Service on Romney Marsh - Phase Youth Centre New Romney	48	√	
Ashford library railway collection	276	√	
Gluten-free prescriptions	402	√	
EMA to continue or for some other financial support to take its place	718	√	
Extend the Kent Freedom pass to 16-20 year olds	12686		√
Save Our Tunbridge Wells Netball League!	99	√	
Increased pedestrian safety - St Gregorys RC Primary School & Salmestone Ward	181	√	
Teenagers from ages 12-17 should have free gym and swimming membership	95	√	
Youth Service Cuts/Restructuring	318	√	
Removal of proposed site at Lydd for mineral extraction.	21	√	
Save Ramsgate Youth Centres	68	√	
Bring Our Boulders Back - A Kentish Express	125	√	

Subject	No of signatures	Response	
		Written	CC Debate
Campaign			
Eco-friendly cleaning products in schools	2	√	
A Grammar School for Sevenoaks	2620		√
Fight for Richborough, Keep Our Recycling	567	√	
Arriva 155 'Late' Bus Services	66	√	
Pedestrian Crossing Hythe Road	44	√	
Pedestrian Crossing on St. Stephen's Hill, Canterbury	1143		√
SAT-School Allocation Trouble *combined with a paper petition	798		√
Reduce Number of Kent Councillors	16	√	
Public footpath to be put down Bekesbourne Lane, Canterbury	2	√	
A mirror at the junction of Tenterden Way and Millmead Road	11	√	
Speed reduction to 30mph and pedestrian crossing on Bradbourne Vale Road Sevenoaks	187 to date		
Tomorrows People – Key Worker in the Parkwood and Shepway area of Maidstone	19 to date		

Paper Petitions received since 1 September 2010

Subject	No of signatures	Response	
		Written	CC debate
Manorbrooke Residential Home	1390		√
Request for the re-opening of right-turns off the A256	1001		√
Objection to Exclusion of Motorcycles	11	√	
Blackburn Lodge Care Home	1674		√
A Frames	3417		√
Boxley Parish Council - Speed limit on Boxley Rd/Beechen Bank Rd	82	√	
Stop school traffic blocking residential drives, hope to have white line markings	71	√	
Traffic Volumes - High Street East Malling	32	√	
Objection to the Prohibition of Waiting Order Amendment No 1 Order 2010 - Upper Street & Harmony Street	91	√	

Subject	No of signatures	Response	
		Written	CC debate
Gritting West Street, Wrotham	17	√	
Dobson Road Gritting	38	√	
Condition of Road from residents of Belmont	9	√	
Snow on Crosskeys Estate	64	√	
Lack of response for Horton Kirby, South Darenth & Sutton at Home during the snow	134	√	
London Rd, Wrotham Conditions in the Snow, Review of Gritting Routes	117	√	
Request for a Zebra Crossing at Birling Rd, for Snodland COE Primary School	213	√	
Make Murston a safe place to live, Stop lorries coming in to Murston	195	√	
Highstead Lane, Highstead - 30mph Speed Limit	22	√	
Speeding Traffic in Monkton Rd	30	√	
Preston Street & Stone Street - Proposed One Way System	186	√	
Snow Clearance/Gritting, Wooton/Denton Parish	38	√	
Byways Open to all Traffic	17	√	
Congestion - Wheatsheaf Close Area, Maidstone	26	√	
Various Roads, Dover, Proposed 'at any Time' Waiting Restrictions	38	√	
Resurfacing of Lower Green Rd, Pembury Infants School	139	√	
No Ball Games Sign to be Erected on Approach to Turning Circle Hilton Drive, Sittingbourne	11	√	
402 bus service - Weald	193	√	
Bus Times and Concessionary Fares	212	√	
Speed Limits in Sheephurst Lane, Collier Street	68	√	
Construction of a Pelican Crossing at 84-86 Hereson Rd	400	√	
Hollow Road to be made a cul-de-sac	43	√	
Catly Close - Kerb to Kerb Speed Ramp	61	√	
Bus Time/Passes	73		
Prohibition of Driving on Hollow Lane, Canterbury	15	√	
Vehicle Congestion & Pollution in Miskin Rd	91	√	
Closure of Pheasant Lane	38	√	
Proposed no waiting at any time - whole of Homersham, junction of Birch rd, Gilbert Way, Scott Ave	64	√	
Cars parking in Kent Gardens during the week, birchington. Difficulty getting out of drives	24	√	
Island Road, Sturry – Speed Limit Reduction	315	√	
Lane Running from Bower Mount Rd to Unadopted Highway to Rear of Houses, to be Re-Opened	38	√	
Speed Limit Through Bidborough Village Should be 30 mph	672	√	
Cornfields Residential Home	1816		√
Pedestrian Crossing, Coldharbour Lane/Tonbridge Road	36	√	
Sid in Seal Hollow Road	22	√	
Road calming measures in Vines Lane	42	√	
Petition for speed limit restriction on B2042 through	54	√	

Subject	No of signatures	Response	
		Written	CC debate
Ide Hill and Gouthurst Common			
Sampson Court, Deal	6000		√
The Limes Proposed Closure	3372		√
Dangerous and Excessive Buses and Speeding Cars Using Postley Rd	58	√	
Fawkham School rd Safety Campaign. Speed limit to be reduced to 20 mph from 40 mph	135	√	
Continued flooding, complaints made - nothing done - damaging gardens and garages	29	√	
Request for the implementation of a 17 ton weight restriction through Yalding	569	√	
Human Trafficking	69	√	
Harmful Effects of the New Path Material on the Stanhope Estate	253	√	
20mph Speed Limits around Schools	993	√	
Parking of JCB,	18	√	
Traffic lights at the junction of Cross Lane West & Singlewell Rd - causing speeders, forcing people	101	√	
Tunbridge Wells to Hawkhurst 267 Bus Service – Request for an extra bus service	117	√	
Rethink - EKFS	1620	√	
Bowles Lodge, Hawkhurst	1992		√
Free Travel Starting from 9am again, not 9.30am	52	√	
Parking in St Mary's Ave Margate	14	√	
The Rambers 'Dead End?' Postcard petition - Please ensure that your footpaths are protected	24	√	
Safety of Brunswick House Pupils	202	√	
Request for a Zebra Crossing - South Ave Sittingbourne	17	√	
Danedale Ave	23	√	
Stanley Ave, Queenborough	49	√	
Illegally parked vehicle in Dorset Rd	64	√	
Petition - Opposition to Thames Crossing East of Gravesend	19	√	
Hawkinge Household Waste Recycling Centre	587	√	
Ringden Avenue, Paddock wood – Request for waiting restrictions	12	√	
Oakwood Road, Maidstone – repair of the footpath	19	√	
B2017 Speed Restrictions	674	√	
Review Speed Limit Ightham Stretch of the A25	756	√	
Leysdown Road, Sheerness	240	√	
Grange Road, Ramsgate	179	√	
Westcourt Lane, Shepherdswell – Footpath Extension	36	√	
Review of Minnis Day Centre, Brichington	157	√	
Tankerton Rd, Whistable - Carriageway Conditions	93	√	
North Rd Hythe, Kent	120	√	
Station Road, Dunton Green – Removal of 'pinch points'	86	√	
Teelin Close, St Mary's Bay – Condition of Road	19	√	
Oakwood Road Maidstone, Repair of footpath	19	√	

Subject	No of signatures	Response	
		Written	CC debate
Whitstable Road, Zebra Crossing Petition	18	√	
London Road, Westerham – Traffic Calming Request	209	√	
Save Ramsgate Youth Clubs	1417		√
Opposing the closure of Richborough Household Waste Recycling Centre	1302		√
SAT-School Allocation Trouble *combined with an e-petition	373		√
Cedar Drive, Edenbridge – quality of recent resurfacing	53	√	
Main Road, Sutton at Hone – Traffic Calming	21	√	
Sydney & Saddleton Roads, Whitstable – resurfacing	148	√	
Westcourt Lane, Shepherdswell – Footpath Extension	36	√	
Tonbridge Wells to Hawkhurst 267 Bus Service – Request for an extra bus service	117	√	
Petition re bus services for Maidstone Hospital	349	√	
Ringden Avenue	12	√	
Pear Tree Avenue, Aylesford - Daily School Traffic	72	√	
Cedar Drive, Edenbridge	53	√	
Island Road Sturry, Speed Limit Reduction	315	√	
Traffic Calming in Main Road, Dartford	21	√	
Chestnut Street & Danaway Traffic Calming Campaign	207	√	
Stockbury Village 20MPH Petition	63	√	

The petitions in **bold** have triggered a debate at County Council.

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

To: Selection & Member Services Committee – 10 July 2012

Subject: New Template for the Annual Review Report

Classification: Unrestricted

FOR DECISION

SUMMARY

The Selection and Member Services Committee is asked to endorse the new format of the Members' Annual Review.

1. Background

- (1) In the Autumn of 2001 the Selection Committee established an all party group of members to work with officers in developing and working up proposals for Member job descriptions and annual reports which were approved by the County Council on 13 December 2001.
- (2) The member Annual Review Report are a component part of the Selection and Member Services Committee term of reference to "develop the role of members, particularly within their local community"
- (3) Kent has been at the forefront of good practice in the completion of Members' Annual Reviews
- (4) During the development of the new governance arrangements for the County Council, which were implemented on 1 April 2012, it was suggested that the format of the Members' Annual Review was outdated and needed modernising and be simpler to complete.

2. New Template

- (1) Attached as an appendix is the revised format of the Members' Annual Review which is designed to simplify the process and improve the style, content and appearance.
- (2) The simple standard format allows Members to personalise their Annual Review report with the own story.
- (3) Mrs Dean, Leader of the Liberal Democrat Group, Mr Cowan, Leader of the Labour Group and Mr Lees, the Independent Member have been consulted on the new format of the template, which they are happy to endorse subject to some minor amendments.

3. Independent Remuneration Panel

Members will be aware that during the preparation of the new governance arrangements, concerns were expressed by members of the Independent Remuneration Panel that there could be a gap in the preparation of the Members' Annual Reviews whilst a new template was being developed. These concerns have proved unfounded and a number of Members have already completed the Annual Review in the new format. It is proposed that all Members should complete their Annual Review in the new format before the end of August.

4. Member Development Charter Plus

Members will recall that last Autumn the County Council was successful in being awarded the Member Development Charter Plus. The preparation of a Personal Development Plan for each elected Member, together with the Annual review reports, are key documents in the support of elected Members and the retention of this award. This latest form of Annual Review will therefore contribute to the successful retention of the award.

5. Standards Committee

The Standards Committee met on 26 June 2012 and considered this report. The Committee resolved to endorse the new template for annual review reports and invite all Members to complete their report for the period 1 April 2011 to 31 March 2012

6. Recommendation

The Committee is asked to endorse the new template for Annual Review Reports and invite all Members to complete their report for the period 1 April 2011 to 31 March 2012.

Paul Wickenden
Democratic Services Transition Manager
01622 694486
paul.wickenden@kent.gov.uk

XFull nameX

Conservative Member for XDivisionXXXXXXXXXX



A year at County Hall. Serving Kent. Serving You.

Kent County Council has 84 Members representing every part of the County.

XfirstnameX has been serving the community of XXXXXXXXXXXXXXXXXXXX as a Member since XXXX.

He was last elected in 2009 and, like all KCC Members, serves for a four year term of office. The next KCC elections take place on 2 May 2013.

About XfirstnameX

X Here's a chance to write a short biography. Please remember to write in 'third person' to fit the style of this document so use phrases like 'Mike was born in 1960', 'David has been a Councillor for 25 years. or 'Janet spent 30 years working as a teacher before...'. Your readers may be interested in your age, your career, your interests outside KCC and personal details about your family if you wish to share them. Please remember this is a corporate document so Party Political messages and statements may not be appropriate here. Please don't write anymore than will fit in this textbox. If you do, it's probably too long!

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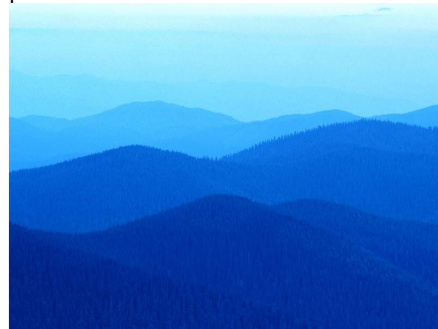


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Work at County Hall

Attending meetings isn't all councillors do, in fact most of their time is spent out and about meeting people in their community, doing their best to help solve problems and finding out what matters most to them. However, when decisions are taken by the council, their job is to be there and put across the views of their constituents.

XfirstnameX has attended X out of X meetings of the Full Council.

Find out more about the meetings XfirstnameX has attended. [\[insert web link\]](#).

Contacting Your Councillor

Elected Members are here to help residents, organisations and businesses with enquiries about KCC services. They are probably a good starting point for other enquiries too.

To contact XFIRSTNAMEX:

Bv Post

Member's Community Grant

KCC has found a great way to help fund local community groups and organizations without fuss or too much bureaucracy. Every year, each KCC Member may allocate £10,000 to worthwhile causes within their community.

Here's how XfirstnameX spent his hers last year:

Xcause1X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause2X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause4X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause5X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause6X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause7X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause8X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause9X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause10X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX

If you want to suggest a local group which could benefit from the Member's Community Grant then you'll find your local Councilor's contact details on the front page.

Allowances

Each Member of KCC receives a basic allowance (salary) to compensate them for the time spent on their duties and to meet many of the day-to-day expenses of being a Councilor.

Some Members also receive a

Special Responsibility Allowance (SRA) when they take on extra duties such as serving as a member of the Cabinet, Leader of the Opposition or Chairman of a committee.

County Councilors can only claim the usual expenses that most businesses would pay for.

These are for actual costs for example reimbursement for fuel and travel which they

Member's Highway Fund

KCC recognises that local Members are well placed to decide which small transport and highways schemes would be most useful to their communities. That's why each Member is allocated £25,000 to spend on local schemes. It's called the Members Highway Fund and here's how it was spent last year...

Xcause1X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause2X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause4X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause5X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
Xcause6X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX
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Xcause9X XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX received £XXXX

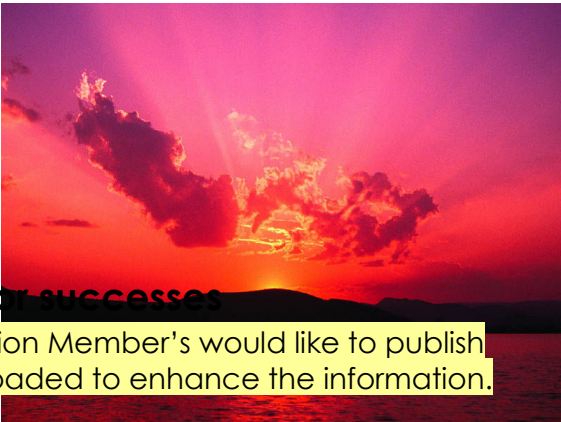
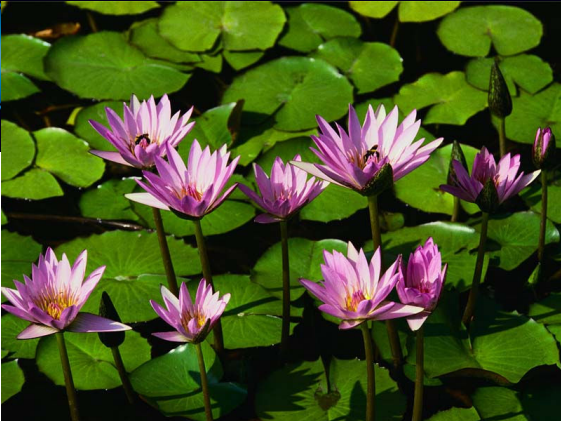
My achievements this year, and ambitions for next year

Xthis is an opportunity for you to write about anything you want to say about your achievements and experiences during the past year in Kent, and also to highlight your aims and ambitions for the year ahead. Again, remember this is a corporate document and therefore not the place for political statements or campaigning. You might want to write about training courses you have completed, give some examples of constituency work you have done or let residents know about how you are dealing with issues in their neighbourhood. Please don't type more than this text box will hold.

Additional grant information

Members can use this area to communicate any additional grant information here's how it was spent last year...

Want better broadband?



Xcause1X XX
received £XXXX

Xcause2X XX
received £XXXX

Xcause4X XX
received £XXXX

Xcause5X XX
received £XXXX

Xcause6X XX
received £XXXX

Xcause7X XX
received £XXXX

Xcause8X XX
received £XXXX

Custom title - Additional information about projects or successes

This area should be used to communicate any additional information Member's would like to publish about their work over the past year. Photographs can also be uploaded to enhance the information.

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