

## KENT COUNTY COUNCIL

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### 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 Wednesday, 27 November 2013.

PRESENT: Mrs A D Allen (Chairman), Mr M A C Balfour (Substitute for Mr P B Carter), Mr G Cooke, Mr M C Dance, Mrs T Dean, Ms A Harrison, Mr R A Latchford, OBE, Mr B E MacDowall and Mr B J Sweetland

IN ATTENDANCE: Mr P Sass (Head of Democratic Services), Ms D Fitch (Democratic Services Manager (Council)), Mr P D Wickenden (Democratic Services Manager (Members)) and Mr A Tait (Democratic Services Officer)

#### UNRESTRICTED ITEMS

##### **31. Minutes - 4 September 2013**

*(Item 3)*

RESOLVED that, subject to the deletion of the words "should be published" at the end of the first sentence of Minute 26 (5) and to Minute 30 (1) being amended to clarify that Mrs P A V Stockell had been appointed to serve on the LGA Rural Commission instead of "the LGA Urban Commission", the Minutes of the meeting held on 4 September 2013 are correctly recorded and that they be signed by the Chairman.

##### **32. Dates of meetings in 2014**

*(Item 4)*

The Committee noted the following meeting dates in 2014:-

Monday, 27 January 2014;  
Thursday, 6 March 2014;  
Friday, 25 April 2014;  
Thursday, 26 June 2014;  
Wednesday, 8 October 2014;  
Thursday, 20 November 2014.

All meetings will start at 2.30 pm.

##### **33. Transformation Programme and Member Development**

*(Item 5)*

(1) The Cabinet Member for Corporate and Democratic Services agreed to write to his Cabinet colleagues to request that the training dates set out in paragraph 3 of the report be kept free from Member meetings and briefings. The Head of Democratic Services undertook to write along similar lines to the Heads of Service, stressing the importance of ensuring that the corporate online committee calendar was kept up to date and checked by anyone arranging meetings for Members.

- (2) RESOLVED that the programme to support Members in taking forward the County Council Transformation Plan be endorsed as set out in the Appendix to the report.

### **34. Committee membership**

*(Item 6)*

(1) The Cabinet Member for Corporate and Democratic Services agreed to discuss possible flexibility in the application of the proportionality rules for Transport Appeal Panels with the Chairman of Regulation Committee.

(2) RESOLVED that:-

- (a) the revised proportionality calculations be noted following the creation of the Independents group; and
- (b) the proposed changes to the composition of the Regulation Committee Panels and Transport Appeal Panels be agreed as set out in section 2 of the report.

### **35. Review of Policies and Procedures in relation to the reimbursement of Business Expenses**

*(Item 7)*

(1) During discussion of this item, Members identified various matters as being appropriate for clarification in a future report either to the Committee or the Member Remuneration Panel. These included a definition of "Members' household" set out on paragraph 2 (2), the extent and limits of the role of Democratic Services staff in checking the Members' expenses claims, and the definition of "Outside Bodies" for the purposes of claiming expenses.

(2) RESOLVED that agreement be given to:-

- (a) the guidance relating to the completion of the online expense claim form being made available in the KNet Member area;
- (b) the amendment for recommendation to the County Council, subject to the views of the Member Remuneration Panel, of the description relating to Dependent Carers Allowance in the Members' Allowance Scheme as detailed in paragraphs 2 (2) and 2 (3) of the report;
- (c) the amendment of the online expenses claim form to include a statement that the claim is made in good faith and does not include any misleading or fraudulent information; and
- (d) the purpose of the journey made in a County Car being entered in the log before the journey is made.

### **36. The Leader's Oral report to the County Council**

*(Item 8)*

(1) During discussion of the item, the Cabinet Member for Corporate and Democratic Services undertook to consider and consult on whether more wide-ranging changes to the County Council's procedures should be suggested for the Committee's consideration.

(2) RESOLVED that with effect from the next meeting of the County Council in December 2013, paragraph 1.19 (5) of Appendix 4 Part 1 of the Constitution be amended to read:-

"The Leader's report shall not exceed ten minutes; his reply shall not exceed six minutes. The Leader of the Opposition may speak for up to six minutes; the Leader of the second largest Opposition Group may speak for up to five minutes; the Leader of the third largest Opposition Group may speak for up to four minutes; and the Leader of the fourth largest Opposition Group may speak for up to three minutes."

### **37. Webcasting Protocol and extension of webcasting to other meetings**

*(Item 9)*

(1) On being put to the vote, the recommendations contained in paragraph 4 of the report were agreed by 8 votes to 1.

(2) Mrs T Dean requested, pursuant to Committee Procedure Rule 2.26 (3), that her vote against the proposal be recorded in the Minutes.

(3) RESOLVED that:-

- (a) the draft webcasting protocol set out in Appendix 1 to the report be agreed for application to all meetings that are webcast;
- (b) agreement be given to the phased approach to the extension of webcasting to Committees open to the public, with the first phase starting on 1 January 2014 consisting of those Committees listed in paragraph 2 (2) of the report; and
- (c) the extension of webcasting to other formal meetings open to the press and public be considered as part of the review of the webcasting contract in early 2015.

### **38. Proposed amendment to the Terms of Reference of the Health and Wellbeing Board to allow the co-option of Members**

*(Item 10)*

RESOLVED that the terms of reference of the Health and Wellbeing Board be amended to enable the co-option of non-voting Members through the addition of the text set out below to the paragraph on membership in the terms of reference of the Health and Wellbeing Board set out in Appendix 2 Part 5 of the Constitution:-

"Any other persons or representatives as the Health and Wellbeing Board considers appropriate may be co-opted with the agreement of the Board. Such co-optees will

be non-voting members of the Board and their membership will be reviewed annually by the Board.”

**39. John Wallis Church of England Academy**

*(Item )*

(1) Mrs T Dean raised the matter of Liberal Democrat Group representation on LGA bodies. The Chairman reminded the Committee of the decision on Outside Body appointments taken by the Committee in September 2013. She said that arrangements could, however, be made in respect of any LGA -organised conferences that Members of the Liberal Democrat Group wished to attend.

(2) RESOLVED that Mr D Smyth be appointed as the County Council's representative on the Trust Board and Governing Body of the John Wallis Church of England Academy.