

**SELECTION AND MEMBER SERVICES COMMITTEE**

**Friday, 5th October, 2012**

**10.30 am**

Swale 2, Sessions House, County Hall, Maidstone

## **KENT COUNTY COUNCIL**

### **SELECTION AND MEMBER SERVICES COMMITTEE**

#### **AGENDA**

**Friday, 5 October 2012, at 10.30 am  
in the Swale 2, 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 - 25 July 2012 (Pages 1 - 4)
4. New Governance arrangements for Kent County Council - review (Pages 5 - 6)
5. Induction Programme following the May 2013 Elections (Pages 7 - 14)
6. Regulation Committee Terms of Reference (Pages 15 - 16)
7. County Councils Network (CCN) (Pages 17 - 20)

#### **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, 27 September 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

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### SELECTION AND MEMBER SERVICES COMMITTEE

MINUTES of a meeting of the Selection and Member Services Committee held in the Swale 3, Sessions House, County Hall, Maidstone on Wednesday, 25 July 2012.

PRESENT: Mr P J Homewood (Chairman), Mr M C Dance, Mr M J Harrison (Substitute for Mr P B Carter), Mr A J King, MBE, Mr T Prater (Substitute for Mrs T Dean), 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), Mr P D Wickenden (Democratic Services Transition Manager), Mrs P Davies (Service Desk Manager) and Mr A Tait (Democratic Services Officer)

### UNRESTRICTED ITEMS

#### **19. Minutes - 10 July 2012**

*(Item 3)*

RESOLVED that the Minutes of the meeting held on 10 July 2012 are correctly recorded and that they be signed by the Chairman.

#### **20. Recruitment of an Independent Person to support the Standards Committee and the Independent Members of the Remuneration Panel**

*(Item 4)*

(1) The Committee agreed by 5 votes to 1 that the Members of the Independent Remuneration Panel would be remunerated at £100 for each Panel session that they attended, and that this figure would be reviewed after 12 months.

(2) The recommendations of contained in the report, as amended, were then put to the vote and carried by 5 votes to 1.

(3) RESOLVED that:-

- (a) the advertisements and recruitment process set out in the report be agreed for the Independent Person to support the new standards regime and for the three Members of the Independent Remuneration Panel;
- (b) the remuneration for the three Members of the Independent Remuneration Panel be set at £100 per Member per Panel session with a review after 12 months; and
- (c) the Director of Governance and Law be authorised in conjunction with the three Group Leaders to nominate three Honorary Alderman to serve on the Appointments Panel to recommend to the County Council on 13 September 2012 the appointment of the Independent Person to support the new standards regime and the Members to serve on the new Independent Remuneration Panel.

## **21. Review of Members' Information and Communications Technology (ICT) and of Members' external websites and blogs TO FOLLOW**

*(Item 5)*

(1) The Chairman declared this item to be Urgent on the grounds that work needed to be undertaken very quickly if the County Council were to be in a position to have the changed ICT provision in place after the elections in May 2013.

(2) Mr M J Harrison informed the Committee of work undertaken by a Members' ICT Focus Group to ascertain the range of equipment that Members were using and the extent to which certain pieces of IT equipment were being used by them and handed round a document that detailed the conclusions and recommendations of the Focus Group. This data was intended to inform consideration of the supply of IT equipment for the intake of Members in May 2013.

(3) The Committee asked the Head of Democratic Services to investigate the benefit to the County Council of the Democratic Services Team having a 3G phone which could be used at meetings away from County Hall – for use by Members wishing to connect a personally-owned mobile device to the internet.

(4) The Committee clarified that a major aim of the review was to enable Members to access Committee papers electronically without the need for paper copies.

(5) RESOLVED that:-

- (a) the report on the proposed ICT support for Members following the County Council elections in May 2013 be endorsed;
- (b) the Head of Democratic Services and the Director of Information and Communication Technology be given delegated authority, in consultation with the Deputy Leader and the Cabinet Member for Finance and Procurement, to develop a draft budget for Members' ICT costs in 2013/14 for inclusion in the budget process;
- (c) a major aim of this review of Members' ICT is to enable Members over a period of time to be able to access committee papers electronically in all venues when formal KCC meetings take place without the need for paper copies;
- (d) Members' personal views continue to be expressed purely through a private medium (such as websites and blogs) rather than through a page linked to the relevant Member's profile on the KCC website; and
- (e) all Members be offered the facility for their personal profile pages to notify the public of their private sites and that this notification be accompanied by a disclaimer from the County Council to the effect that the views expressed on that site are the Member's own and do not necessarily represent those of the County Council.

**22. Appointment of Trustee to the Isle of Sheppey Academy Board**  
*(Item 6)*

RESOLVED that Mr Doug Kimber be appointed as the County Council's representative on the Sheppey Academy Board of Trustees.

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

To: Selection and Member Services Committee – 5 October 2012

Subject: New Governance Arrangements for Kent County Council – Review

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Summary: The Committee are invited to consider and make suggestions on the structure of the debate at the County Council meeting on 25 October in reviewing the operation of the new governance arrangements introduced on 1 April 2012.

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### **1. Introduction**

In approving the new governance arrangements that came into operation on 1 April 2012, the County Council agreed at its meeting on 29 March 2012 to review the operation of the arrangements at its meeting on 25 October 2012.

### **2. Design of the new governance arrangements**

Members are reminded that the new governance arrangements were designed to:

- (a) streamline the committee infrastructure;
- (b) make the decision making process more transparent and inclusive;
- (c) support Cabinet Members in making more effective and informed decisions;
- (d) provide non executive Members with a greater opportunity to shape the Council's policies and major decisions; and
- (e) have a cost neutral impact on the Members Allowances Scheme.

### **3 Recommendations**

The Committee is invited to discuss and make suggestions on how the discussion and debate on the review of the new governance arrangements at the County Council meeting on 25 October 2012 should be structured

Paul Wickenden  
Democratic Services Transition Manager  
01622 694486  
[paul.wickenden@kent.gov.uk](mailto:paul.wickenden@kent.gov.uk)



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

To: Selection and Member Services Committee – 5 October 2012

Subject: **Induction Programme following the May 2013 Elections**

Classification: Unrestricted

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Summary: This report considers options for an induction programme following the County Council elections on 2 May 2013

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## **Background**

1. (1) With 7 months until the County Council elections, plans are being made for Member induction and the ongoing programme of Member training following the election.

(2) Traditionally, the induction programme has been an intensive 6 week period (or longer) following the election.

(3) The proposal is to move away from this traditional model of induction to a programme which is more bespoke and tailored to the locality. What follows in this report has been prepared following discussion with the majority of Members on a one to one basis, upon which the Committee's views and instructions are requested.

## **Induction Programme**

2. (1) It is fair to say that the views of elected Members on the induction programme when first elected to the County Council are mixed, ranging from "brilliant" to "confusing" and "too much to absorb over a short space of time". The majority felt that the arrangements in 2009 were good but could be improved.

(2) Many of the Members have referred to the need to have refresher training at regular intervals, as this helps to embed the knowledge and advice required of a County Councillor.

(3) Taking all the comments into account, an Induction and Member Development Programme is proposed, taking the best from past induction programmes but made very relevant to the communities which the elected Members serve.

(4) Attached as **Appendix 1** is a suggested induction programme for the Committee's consideration.

## **Officer Conduit and Member Mentor**

3. (1) The majority of Members have indicated that they would welcome being allocated to a Democratic Services officer to whom they could refer to for advice

about where outstanding enquiries would best be dealt with. This officer would be a conduit to a number of Members.

(2) The majority of Members also indicated that having an informal mentor would be useful. Several Members said that this did happen when they were first elected to the County Council and it proved very helpful.

### **Member Development Programme**

4. (1) At the time of publishing this report, 75% of elected Members had participated in a Personal Development Plan discussion as the scheme enters its second year.

(2) Attached as **Appendix 2** is a proposed Member Development Programme which reflects what Members have indicated they would like to see included in a programme.

#### **Recommendation**

5. The Committee is asked to consider and agree:
- (a) The shape and content of the induction programme for the new County Council;
  - (b) the support available to newly elected Members of the County Council in terms of an Officer conduit and a Member Mentor; and
  - (c) the proposed Member Development Programme.

### **Tuesday 7 May – General Induction Day**

- Welcome from the Leader of the Council and Mr D Cockburn, Head of Paid Service

Throughout the day there will be an opportunity for Members to:

- (a) Complete and have countersigned their acceptance of office
  - (b) Have photographs taken and a security/identity pass created
  - (c) Have the arrangements for car parking at the Strategic Headquarters explained
  - (d) Complete the Disclosable Pecuniary Interest declaration form and have it countersigned by the Monitoring Officer
  - (e) Have met their “officer conduit” and their Member Mentor
- Throughout the day there will be tours of the Strategic Headquarters – each new Member will be allocated to a tour.
  - ICT staff will be available to talk with elected Members about the ICT kit which will be available to them to help them decide what they require.
  - Staff will demonstrate the self service system to enable Members to complete their expenses claims online.

### **Running throughout the day there will be a number of short sessions**

- (a) To give Members a short insight into the schools admission process – so that an elected Member who has a constituent who has approached them with an issue about their child is able to respond effectively
  - (b) To give Members a brief insight to whom they should contact for Families and Social Care services should they be approached by a constituent for advice
  - (c) To provide Members with the basic knowledge to respond to constituents who have raised concerns around highways issues including reporting when a street light is not working properly, where to report a pot hole which needs repair, etc
  - (d) On their role as a Corporate Parent
  - (e) Enabling them to meet their Community Engagement Manager and find out about the grants available to them
  - (f) Identifying where Members can access committee papers
  - (g) Regarding Member and officer relations
- Each Directorate will have a zone where Members can have a coffee and chat with Directorate staff.

## **Thursday 16 May – Democratic Services Showcase Day**

- Meet the Cabinet
- Learn about the decision making process
- Kent Code of Member Conduct – knowing what to declare, how and when, and the consequences/impact if you don't. Understand the process which will be followed should you be the subject of a complaint of alleged misconduct.
- How to run an effective surgery
- Modern.gov – understanding the system and the information available at your fingertips
- Etiquette and procedures at County Council meetings
- Video conferencing
- Partnership – the role of the Health and Wellbeing Board, Police and Crime Panel
- Have some fun and learn at one of the interactive taster sessions and practice:
  - \* Chairmanship skills
  - \* Questioning techniques
  - \* The Do's and Don'ts of Webcasting

## **Area Events**

It is proposed that four Area events are organised on the following dates when Directorate staff will be present to talk about the main issues in these areas (possibly followed by a tour):

- Tuesday 4 June – for Members who represent a Maidstone, Tonbridge and Malling or Tunbridge Wells electoral division
- Thursday 27 June – for Members who represent a Dartford, Gravesham or Sevenoaks electoral division
- Monday 1 July – for Members who represent an Ashford, Dover or Shepway electoral division
- Friday 5 July – for Members who represent a Canterbury, Swale or Thanet electoral division

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**Member Development Programme  
Matrix  
2013 - 14**

	Local Leadership	Partnership Working	Communication Skills	Political Understanding	Scrutiny & Challenge	Regulating & Monitoring	Equality & Diversity	Knowledge based learning	Community Issues	Ethical Standards	Individual Induction	Mentoring	Personalisation Agenda	Tailored Services
Chairmanship Skills					✓	✓				✓				
Education Appeals Processes			✓		✓		✓	✓			✓			
Effective Reading Techniques			✓											
Equalities	✓						✓			✓			✓	
Financial Training					✓	✓							✓	✓
How to run an effective surgery	✓		✓						✓					
Influence and Persuasion	✓	✓	✓	✓	✓									
IT One Stop Shop			✓											
Making Localism a Reality	✓	✓							✓				✓	✓
Managing Constituent Issues and Complaints		✓							✓					
Media Training			✓						✓					
Member Induction				✓							✓			
Mentoring											✓	✓		
New Governance Arrangements					✓	✓								
Planning Training					✓	✓								
Positive Action in Recruitment							✓							
Presentation Skills			✓											
Scrutiny and Review					✓	✓				✓				
Social Media "Connecting People"	✓		✓						✓					
Speed Reading			✓		✓	✓								
Time Management			✓									✓		
Ward Walks	✓		✓	✓			✓		✓					

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By: Mike Hill – Cabinet Member for Customer and Communities  
Amanda Honey – Director Customer and Communities

To: Selection and Member Services Committee – 5 October 2012

Subject: Regulation Committee – Terms of Reference

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Summary: This report invites the County Council to consider a change to the Terms of Reference of the Regulation Committee to enable the Committee to consider opposed Traffic Regulation Orders (TROs) relating to Public Rights of Way (PRoW)

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## **1. Introduction**

(1) In recent years, the Countryside Access Service has introduced a number of permanent Traffic Regulation Orders (TROs) on public rights of way. These specifically relate to regulating motor vehicle use on byways open to all traffic (BOATs). In all cases, the TROs introduced have in some way restricted motor vehicle access to BOATs to preserve the character and amenity of the area and prevent damage to the highway. The majority are seasonal, e.g. closures preventing unsustainable use through the winter months, allowing access by permit only, a system that has proved effective in reducing trespass and nuisance associated with motor vehicle use.

(2) BOATs tend to be of a very different nature to those affecting the road network, such as speed limits or parking restrictions; as a result, they are subject to scrutiny from knowledgeable and well resourced interest groups. Statutory consultations on proposed BOATs frequently draw objections and representations that must be considered by the County Council before reaching a decision about the making, or otherwise, of the TRO.

## **2 . Traffic Regulation Orders**

(1) Currently, if objections have been received to proposals to introduce TROs, then they are reported to the Portfolio Holder and considered before reaching a decision on whether to make an opposed TRO. The Executive decision has generally followed the drafting of the TRO by an officer under delegated powers.

(2) It is considered appropriate that there should be clear separation in terms of decision making between any Executive decision to introduce an experimental scheme of traffic regulation and any decision subsequently made by the County Council to abandon or make permanent the scheme.

(3) Decisions on the TROs made in respect of rights of way would be of a similar nature and complexity to the decisions made in respect of other opposed public rights of way orders and commons and village greens applications. The Regulation Committee currently determines such matters.

(4) The proposal is to extend the terms of reference of the Regulation Committee to enable it to consider opposed TROs affecting public rights of way, including enabling a panel of the Regulation Committee to hear evidence from those supporting or opposing orders. It would improve transparency around the decision making process, provide the opportunity for representations to be heard, short of holding a non-statutory Public Inquiry, and provide appropriate safeguards in weighing all representations. In providing a clear route for future decisions that it would also improve efficiency in processing TROs.

### **3 Recommendation**

The Committee are asked to recommend to the County Council to extend it terms of reference of the Regulation Committee to enable it (or a Regulation Committee Member Panel) to consider Traffic Regulation Orders relating to public rights of way, where such orders are opposed.

By: Alex King, Deputy Leader  
Head of Democratic Services

To: Selection and Member Services Committee – Friday 5 October 2012

Subject: COUNTY COUNCILS NETWORK (CCN)

Classification Unrestricted

FOR DECISION

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### **Introduction**

1. Kent County Council currently has three representatives on the County Councils Network (CCN). Two (Mr P B Carter, Mr N J D Chard) are from the Conservative Group and one (Mrs T Dean) from the Liberal Democrat Group. There is also an unfilled vacancy.
2. The Conservative Group has indicated that it wishes to amend its representatives by appointing Mr A J King in place of Mr Chard.
3. The recently published “Quick Guide to the CCN” is included at **Appendix 1** to this report.

### **The County Councils Network Voting System**

3. The CCN aims to work through consensus and, according to its Director, has not held a formal vote apart from the election of Chairman and Vice-Chairman since its inception in 1997.
4. The CCN’s composition conforms proportionally to the overall number of County Councillors in its member authorities. Proportionality is achieved by allowing an under-represented political group to top up its membership from its overall pool of County Councillors. Each individual Member is entitled to 1 vote. The original provision for a particular Member to exercise 12 votes on Kent County Council’s behalf no longer applies.
5. I have also been informed by the CCN’s Director that substitutes are accorded full voting rights if there has been formal notification and that they can still attend and participate at meetings of the CCN Council if formal notification has not taken place.
6. Each of the CCN’s Member Authorities is guaranteed 1 Member on its Executive Committee. Overall proportionality is achieved through the “top up” system.

RECOMMENDATIONS:

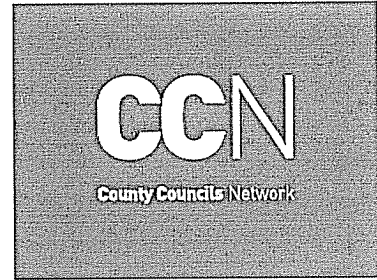
7. The Committee is requested to confirm the appointment to the County Councils Network of Mr A J King in place of Mr Chard .

Peter Sass: Head of Democratic Services

Officer Contact: Andrew Tait  
Democratic Services Officer(01622) 694342

# Quick Guide to the CCN

June 2012



CCN is a special interest group of the Local Government Association which speaks, develops policy and shares best practice for the County family of local authorities, whether unitary or upper tier.

It is a cross party organisation whose views carry particular weight for a large proportion of the country outside the big conurbations: its 36 member councils, with over 2,500 Councillors, serve 23 million people or 47% of the population, over 44 thousand square miles or 85% of England.

CCN is a member-led organisation, working on an inclusive and all party basis. CCN Council and Executive Committees include Councillors from each of our member authorities. CCN recognises that member authorities must have the right to respond to their communities in different ways and seeks to make representations to government which can be supported by all member authorities.

CCN provides a range of services to member authorities including:

- Making representations to government and seeking opportunities to influence the development and implementation of government policy through making constructive proposals for improvement
- Enabling member authorities to share best practice and ideas and learn from others through a number of mechanisms including:
  - Formal meetings of CCN Council and Executive Committee;
  - CCN Briefings on key policy issues
  - Member Policy Networks on key issues;
  - Annual conference which attracts high profile speakers and provides opportunities for networking and sharing ideas. The conference is hosted by a different member authority each year;
  - Best practice publication, the County Beacon, which highlights the good practice of our member authorities on a range of issues;
  - Presence and annual reception at the LG Association Annual Conference;
  - Seminars on key policy issues;

- Website [www.countycouncilsnetwork.org.uk](http://www.countycouncilsnetwork.org.uk); and
- Electronic communications including a monthly newsletter.

As a small organisation, CCN targets its resources on issues of importance to member authorities, particularly those which represent the greatest opportunities or threats to the effective and efficient functioning of governance in county areas.

## CCN Structure

### CCN Council

Each member authority nominates up to four elected members to serve on the CCN Council. Top up places are then used to ensure that the overall political proportionality of the CCN matches that of our member authorities as a whole.

### CCN Management Committee

The AGM of Council elects the CCN Management Committee which comprises the Chairman and a Vice Chairman from each of the political groups.

The Management Committee provides strategic direction (including proposing the annual work programme to Council) and conducts the day to day business of the network. The members of the CCN Management Committee elected at the AGM September 2011 were:

- **Chairman** Councillor Robert Gordon (Hertfordshire County Council);
- **Vice Chairmen** Councillors Liz Tucker (Worcestershire County Council), Dave Wilcox (Derbyshire County Council), Roger Phillips (Herefordshire Council).

There is provision for a representative from a Unitary Authority in CCN membership to be co-opted as a non-voting member of Management Committee if all four members elected at the AGM were to be from County Councils in continuing multi-tier areas.

### CCN Executive Committee

The CCN Executive Committee is responsible for overseeing the delivery of the CCN work programme. Each member authority is guaranteed

at least one place on the Executive Committee, and proportionality is again ensured using top up places as for Council. The Chairman and Vice Chairmen of Council hold the same positions on the Executive Committee.

## CCN Policy Networks

CCN is a member-led organisation and works through Policy Networks to:

- Involve a wide group of CCN members in the work of CCN;
- Extend the number of members in leadership of CCN policy activity;
- Support CCN policy making and analysis by providing a mechanism for CCN members to contribute their expertise and experience;
- Strengthen links between CCN and LG Group activity at member level.

Policy Networks cover the following areas:

- Children & Young People;
- Community Wellbeing;
- Culture, Tourism & Sport;
- Economy & Transport;
- Environment & Housing;
- Improvement;
- Rural Affairs;
- Safer & Stronger Communities;
- Finance and Workforce.

## CCN Work programme 2012/13

The CCN work programme for 2013/13 was agreed by CCN Council in March. In proposing the work programme the Management Committee were conscious of the need for the CCN to support all member authorities and to focus CCN activity on issues where the specific implications for member authorities would otherwise not be raised collectively at a national level.

Over the year CCN will continue to focus on representing and advocating for our member authorities, including highlighting their role in driving economic growth and making the case for funding incentives and decentralisation of resources and powers to fully recognise that role.

The work programme is based around three Clusters of activity that together encompass the CCN Policy Networks. The Clusters relate broadly to "people based", "place based" and "strategy and resource based" policy areas.

### People Based

- **Community Wellbeing** – Improving the well-being of adults, including Public Health, Social care and the National Health Service;

- **Children and Young People** – The provision of Education and Children's Services including Safeguarding and family support services;
- **Safer and Stronger Communities** – reducing crime and anti-social behaviour, including community safety, police and crime panels, public protection, fire service and emergency planning, licensing and other regulatory activities;
- **Culture Tourism and Sport** – The provision of Cultural services including museums, libraries and the arts and tourism and sport;

### Place Based

- **Environment & Housing** – Planning, housing, environmental sustainability, and waste;
- **Economy & Transport** - Economic development, business support, regeneration and job creation, skills and training provision and transport;
- **Rural Affairs** - The impact of rurality and sparsity on public service delivery, the future of rural communities, government rural policy and the rural dimension of other government policies;

### Strategy and Resource Based

- **Finance and Workforce** - Local government finance system and funding issues, workforce issues including pensions and workforce strategies;
- **Improvement** - local performance and improvement agenda including transparency;
- **Cross Cutting** - Localism, democratic accountability and structures, "big society".

## Dates for the Diary

Date	Meeting
CCN Executive Committee	18 July 2012
CCN AGM & Council	07 September 2012
CCN Executive Committee	07 November 2012
CCN Conference	19-20 November 2012
CCN Executive Committee	09 January 2013
CCN Council	22 March 2013
CCN Inaugural Council	19 July 2013
CCN AGM & Council	20 September 2013
CCN Executive	06 November 2013
CCN Conference	18-19 November 2013

### Further Information

If you would like further information on the work of the CCN during the past year, and the work programme for 2012/13 please contact Lisa Wood on 020 7664 3011 or by e-mail to [countycouncilsnetwork@local.gov.uk](mailto:countycouncilsnetwork@local.gov.uk)