

SELECTION AND MEMBER SERVICES COMMITTEE

Monday, 26th January, 2015

2.30 pm

Darent Room, Sessions House, County Hall, Maidstone





AGENDA

SELECTION AND MEMBER SERVICES COMMITTEE

Monday, 26 January 2015, at 2.30 pm
Darent Room, Sessions House, County
Hall, Maidstone

Ask for: **Andrew Tait**
Telephone: **03000 416749**

Tea/Coffee will be available 15 minutes before the start of the meeting

Membership (9)

- Conservative (5): Mrs A D Allen, MBE (Chairman), Mr P B Carter, CBE, Mr G Cooke, Mr M C Dance and Mr B J Sweetland
- UKIP (2) Mr R A Latchford, OBE and Mr B E MacDowall
- Labour (1) Ms A Harrison
- Liberal Democrat (1): Mrs T Dean, MBE

UNRESTRICTED ITEMS

(During these items the meeting is likely to be open to the public)

Webcasting Notice

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site – at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed.

By entering the meeting room you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If you do not wish to have your image captured then you should make the Clerk of the meeting aware.

- 1 Substitutes
- 2 Declarations of Interests by Members in items on the Agenda for this meeting.
- 3 Minutes - 8 October 2014 (Pages 5 - 6)

- 4 Recording an Elected Member's contribution to the County Council (Pages 7 - 14)
- 5 Future arrangements for the Governor Appointments Panel (Pages 15 - 18)
- 6 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
03000 416647

Friday, 16 January 2015

KENT COUNTY COUNCIL

SELECTION AND MEMBER SERVICES COMMITTEE

MINUTES of a meeting of the Selection and Member Services Committee held in the Darent Room, Sessions House, County Hall, Maidstone on Wednesday, 8 October 2014.

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

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

UNRESTRICTED ITEMS**7. Minutes - 25 April 2014**
(Item 3)

RESOLVED that the Minutes of the meeting held on 25 April 2014 are correctly recorded and that they be signed by the Chairman.

8. Member Development
(Item 4)

(1) The Cabinet Member for Corporate and Democratic Services introduced a report on the successful re-assessment for the Member Development Charter Plus Standard. This report also set out the on-going work of the Member Working Group - Commissioning, which was considering the Member role.

(2) The Cabinet Member for Corporate and Democratic Services thanked all concerned in the re-assessment, especially Mr Paul Wickenden (Democratic Services) and Mrs Coral Ingleton (HR Business Centre).

(3) The Committee noted that the report from the Member Working Group – Commissioning on the *Member Role*, which was due to be reported to the County Council on 23 October 2014, had not yet been published. The Member Working Group had indicated that it would report to Selection and Member Services Committee on a regular basis. It was agreed that every Member of the Committee would receive a copy of the draft report which they would be able to comment on prior to publication of the County Council agenda papers.

(4) RESOLVED that:-

- (a) the report be noted together with the suggested areas for improvement set out in the report of the Assessment Team in the Appendix to the report; and

- (b) a copy of the Member Working Group – Commissioning report on the *Member Role* be sent to all Members of the Committee prior to publication.

9. Recruitment of Local Authority Governors

(Item 5)

(1) The Democratic Services officer introduced a report by the Cabinet Member for Education and Health Reform which set out a strategy for compliance with the new School Governance Regulations and made recommendations for new guidelines for the appointment and removal of Authority Governors.

(2) The Committee made two amendments to the guidelines. These were:-

(i) an addition to the “Role and Expectations of a Local Authority Governor” (Appendix A) setting out that a good governor should be prepared to be CRB checked; and

(ii) the insertion of a new Point 2 in the “Process for the Removal of local authority governors” (Appendix D) stating that before the remainder of the procedure commenced, the grounds for the removal request would be forwarded to the Director of Law and Governance who would advise on their legal soundness.

(3) RESOLVED that subject to (2) above, the new guidelines for the appointment and removal of Authority Governors be approved as set out in Appendices A to E of the report.

10. Select Committee process

(Item 6)

(1) The Committee considered a report by the Chairman of Scrutiny Committee setting out minor recommendations to the rules applying to Select Committees as set out in Appendix 4 Part 4 of the Constitution.

(2) During consideration of this item, the Committee noted the suggestion that appropriate training should be provided, as necessary, to support Select Committee Members in carrying out their review.

(3) RESOLVED that approval be given to the amendments requested by the Scrutiny Committee to Appendix 4 Part 4 of the Constitution as set out in Appendix 2 to the report.

By: Gary Cooke, Cabinet Member for Corporate and Democratic Services
Peter Sass, Head of Democratic Services

To: Selection and Member Services Committee – 26 January 2015

Subject: Recording an Elected Member's contribution to the County Council

Summary: This report invites the committee to consider the options for the recording of the contribution by elected Members to the County Council.

1. Introduction

As part of my response to a question from Mr Whybrow at the County Council meeting on 11 December, I indicated to the Council that I would be inviting this committee to consider a range of options on ways in which an elected member can reflect the total contribution they make to the Council and to ensure that this is available to the public.

2. Role of the Elected Member

- (1) The role of the elected Member is many and varied so recording the contribution that an elected Member makes to the County Council as a whole and the electoral division they represent can be equally very different. For example in addition to their general constituency work:
 - (a) A Member will be appointed to serve on a number of the Council committees. Depending on the other commitments a Member may have that may be only one or two but could be six or more;
 - (b) Many Members will also have been appointed to one or a number of outside bodies as the County Council's representative;
 - (c) 31 of the 84 Members are also Members of a district council for a ward which forms part of their County Council electoral division; and
 - (d) Many of the Members live in an electoral Division which has a number of parish councils and the Member will attend parish council meetings on a regular basis.
- (2) The activities in paragraph 2(1) do not reflect the additional responsibilities of elected Members who hold an 'office' and are in receipt of a Special Responsibility Allowance, e.g. Leader and Deputy Leader of the Council, Cabinet and Deputy Cabinet Members, Chairmen of Committees and Leaders of the Opposition Groups for Groups of 5 or more members.

- (3) These roles are equally very different and varied and range from an in depth knowledge of a particular service delivery area e.g. for Cabinet Members their respective portfolio and Committee Chairman i.e. the Chairman of the Planning Applications Committee or the Regulation Committee, to the Leader of the Council who has an in depth knowledge of the whole Council and the services it delivers. The Leader also works on national and regional networks and works with Kent MPs, government ministers and others to influence the national political agenda.

3. Mechanisms for recording and publishing the contribution of elected Members

(1) *Attendance records at formal Council and committee meetings*

Member attendance at formal meetings of the Council is recorded through the electronic system for the publication of agendas, reports and minutes. This information remains available to any Members who request it but it is no longer published on the website due to Member's concerns that it did not accurately reflect what they do.

(2) *Annual Report*

Prior to the election in 2013, Members routinely prepared and published an annual report. Just prior to the election this was prepared electronically on a render form attached at **Appendix 1**. A copy of my report using this render form is attached at **Appendix 2**. If Member's were minded to re-introduce an Annual Report, or a limited version of an Annual Report core information required could be supplied by the Member Support staff. This would include:

- (a) The name of the Member and the electoral Division they represent and how long they have represented that Division;
- (b) The contact details and biographical information held by the County Council for the elected Member;
- (c) The committees to which the Member has been appointed;
- (d) The outside bodies to which the Member has been appointed to represent the County Council; and
- (e) How the Member has allocated the Combined Member Grant and Member Highway Fund.

If Members wished to add to this core information there would be the facility to:

- (a) Provide some further background information about themselves; and
- (b) Detail their key achievements for the past year and their ambitions for the forthcoming year.

(3) *Newsletters*

Several Members already prepare and distribute a newsletter to the constituents they represent. The frequency for these newsletters varies from quarterly to an annual basis.

(4) *Parish council meetings and attendance at meetings of other organisations within a Member's electoral division*

Where Members represent an electoral division that has a number of parish councils, Members attend many of their meetings and report on a regular basis to update the parish council and the parishioners on issues within the parish from a County Council perspective.

Members also regularly attend meetings of other organisations within their electoral division, which provides a further opportunity to update the organisation on their activity as a County Councillor.

(5) *Blog*

It is understood that some elected Members have a private blog. A blog presents an opportunity to let the public know on a regular basis the contribution they are making as a County Councillor. To be effective, it does need to be made on a regular basis, as, it is likely that a number of residents will follow an individual Member's blog. It would be possible to provide on the KCC website a link to a Member's private blog. However, the County Council would wish to add a disclaimer that it accepts no responsibility for the content of the blog.

(6) *Social media*

Social media also provides an instantaneous way of engaging with any person who wishes to follow an individual, for example on Facebook, Twitter, etc.

Whilst social media is an instantaneous form of communication, if Members were to use this medium as a form of engagement, the County Council would wish to provide guidance to Members on the use of social media as well as providing some bespoke training.

4. Conclusion

- (1) This report has set out for the Committee's discussion a range of ways in which Members do or could record their contribution to the County Council.
- (2) However, for transparency, having a Member's contribution recorded and accessed from the Members page on the County Council website represents the preferred way forward. If the Committee supports this view as the best way forward, then reaching agreement on the most effective mechanism and template for recording this information so that it is consistent across the County Council is key.

5. Recommendation

The views of the Committee are sought.

Paul Wickenden
Democratic Services Manager (Members)

Kent County Council Member's Annual Review

Member's name *

Division that the member represents *

How long have they represented them for? (eg. Since 2005) *

Address

Telephone number

Email address

Committees to which the Member has been appointed

Outside bodies to which the Member has been appointed to represent the County Council

How the Member has allocated the Combined Member Grant and Member Highway Fund

Additional background information

Key achievements for the past year and their ambitions for the forthcoming year

This page is intentionally left blank

Gary Cooke

Conservative Member for Maidstone South East Division



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

Kent County Council has 84 Members representing every part of the County. Gary has been serving the community of Maidstone South East as a Member since 2009.

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 Gary

Gary was born in 1952 and raised in Hildenborough, where he attended the local C of E primary school, followed by St.Thomas's R.C. school in Sevenoaks and subsequently at what was then Tunbridge Wells Technical High School. Gary's involvement in politics started in his teens. He served as a member of the British Youth Council and was also a Sevenoaks District Councillor from 1979 to 1987. However, with a young family to support, Gary decided it was more important to focus on his career.

Gary was a specialist aviation insurer and worked for a number of years in Lloyds and the London insurance market before being headhunted to move overseas. He then spent a number of years living and working very successfully as a senior executive in Bermuda.

Gary took early retirement and with his family returned to the UK in 2002 settling in Hollingbourne. He was elected to KCC in 2009 representing Maidstone South East,

an area that covers the villages of Leeds, Otham and Downswood, together with the Shepway South and Park Wood areas of Maidstone. Following the election Gary was appointed Deputy Cabinet Member for Education. He is now also Chairman of both Kent's Education Cabinet Committee and of Maidstone's Joint Transportation Board.

Gary is passionate about education and building opportunity for young people. In addition to his other responsibilities he is Vice Chairman of Kent's Admissions Forum, a member of Kent's corporate parenting panel and serves on an area adoption panel. Adoption is something he feels particularly strongly about having adopted his daughter.

Gary is a school governor at New Line Learning, Cornwallis, and the Tiger School. He also served as a governor at Tree Tops helping lead the school to improved standards of achievement and towards Academy Status. At all of the schools within his electoral division he has annually sponsored literacy programmes.

Gary is also a Trustee of Fusion, working closely with the community in Park Wood and Shepway South to help maintain local services.

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.

Gary has attended 8 out of 8 meetings of the Full Council.

Find out more about the meetings Gary has attended.

http://www.kent.gov.uk/your_council.aspx

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 Gary:

By Post

9 Camomile Drive

Weaving

Maidstone

Kent

ME14 5FL

By Telephone

01622 632685

By email

gary.cooke@kent.gov.uk

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

Here's how Gary spent his last year:

Maidstone Association of Youth – Senacre Music Project - £500

Info-Zone – Parkwood Fusion Outreach Project - £500

Info-Zone – Parkwood Detached Project - £500

Leeds and Broomfield CE Primary School – Authors for Book Week (March 2012) - £450

Fusion Healthy Living Centre – Cookery Courses for Children and Parents - £2,250

Bell Wood Community Primary School – Literacy Project - £600

Tomorrow's People – Getting Families Ready for Work - £4,000

Molehill Copse CE Primary School – Literacy Project - £600

Senacre Wood Primary School – 'I am a Writer' Project - £450

Senacre Youth Club – Replacement Badminton Equipment - £150

The Maidstone South East Division also benefitted from funding from the KCC Members' Local Schemes and Small Community Capital Projects Grants, as follows:

Animate and Create – Olympic 2012 Animation Project - £3,000

Fusion Healthy Living Centre – Upgrading of Health Clinic - £1,000

Leeds and Broomfield PCC – Improved Toilet Facilities - £2,000

If you want to suggest a local group which could benefit from the Member's Community Grant then you'll find your local Councillor'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 Councillor.

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 Councillors 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 have incurred whilst carrying out their duties as County Councillor.

[View Members allowances and expenses](#)

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...

Shropshire Terrace, Maidstone – 3 dropped kerbs - £400

Woolley Road, Maidstone – 2 new salt bins - £1,191.06

Leeds, Otham and Downswood – 2 week's worth of maintenance work - £6,000

Lower Road, Leeds – 1 new salt bin - £595.53

Willow Rise, Downswood - 3 new salt bins - £1,786.59

B2163, Leeds – new village gateways - £2,927

My achievements this year, and ambitions for next year

Gary works closely with all of his constituents by listening to their concerns and working hard to help. He works closely with Parish Councils attending as many meetings as he is able, residents associations, local schools, and other local representative associations covering all age groups. He uses his members grant and highway fund to benefit his local residents in a way that he hopes helps to improve local quality of life. He has worked closely with Tomorrow's People to help people in Park Wood find work and has supported the New Beacon Church in Shepway.

Gary has focused on supporting young people, families and helping to create employment opportunities. He was a driving force behind the development of the Maidstone Skills in Senacre and then ensured that the hall retained its local community hall. He has also been a strong advocate for improved standards of attainment in our primary schools and has been pleased by progress locally and right across Kent over the last two years.

Gary is always available to any constituent in need of help.



Make Kent Quicker

Want better broadband? Tell us at www.makekentquicker.com

From: **David Brazier, Chairman of the Governor Appointments Panel**
Patrick Leeson, Corporate Director for Education, Learning and Skills
Geoff Wild, Director of Governance and Law

To: **Selection and Member Services Committee - 26**
January 2015

Subject: **Future arrangements for the Governor Appointments Panel**

Classification: **Unrestricted**

Electoral Division: **All**

Summary:

This report takes into account the revised arrangements for the nomination of local authority governors and sets out a recommendation from the Governor Appointments Panel to make more efficient use of its time. The report also sets out a consequential amendment to the Constitution arising out of the new regulations reported to the Committee on 8 October 2014 and asks the Committee to formally delegate the nomination of governors function to the Governor Appointments Panel.

1. Background

1.1 Changes to school governance constitution regulations in September 2012 reduced the number of local authority governors on a single governing body to **'one, and only one'**. Under the 2012 regulations, the local authority role is redefined to one of "nominating a suitably skilled individual" for the role, with the governing body making the appointment at school level. The Local Authority retains the right to appoint additional governors where a school is eligible for intervention. This new function requires a consequential amendment to the terms of reference of this Committee to read:

*"(e) the appointment of, **nomination of suitably skilled individuals as**, or removal of, LEA governors to school governing bodies..."*

1.2 It is recommended that the nomination of individuals function be delegated to the Governor Appointments Panel.

1.3 All maintained schools are required to reconstitute under the 2012 regulations by September 2015, if they have not already done so. As a consequence, the number of nominations to serve as local authority governors will reduce considerably in the meantime.

2. The impact on the Governor Appointments Panel

2.1 The Governor Appointments Panel is a sub-committee of the Selection and Member Services Committee, exercising on its behalf the responsibility for the appointment or removal of local authority governors. The Panel has only needed to consider one application for the removal of a governor over the past 10 years.

2.2 The Governor Appointments Panel meets on six occasions each year. Each meeting typically considers between 40-60 nominations, including up to ten where the candidates have in some way not conformed to the guidelines for appointment set by the Selection and Member Services Committee. On occasions, the Panel has needed to choose between one or more candidates for the same position.

2.3 The two most recent meetings of the Panel considered a total of 43 nominations. Only one of these failed to conform to the guidelines. Members of the Panel agreed that they were being unnecessarily asked to travel to County Hall from different parts of the county to attend meetings that did not require them to exercise their judgement. The Panel considers it more than likely that such a situation will occur on a number of future occasions.

3. Proposed change to the process

3.1 The Governor Appointments Panel met on 21 November 2014 and agreed to recommend to the Selection and Member Services Committee that it give delegated powers to the Corporate Director of Education, Learning and Skills (in consultation with the Chairman of the Governor Appointments Panel) to make all future appointments to governing bodies where the nominated governor meets the guidelines in full.

3.2 The Panel's aim is to enable its meetings to be cancelled if there are no requests to consider exceptions. This would make the process more efficient without compromising the right of Members to make decisions that require the exercise of judgement.

3.3 A report setting out those appointments made under delegated powers would be given to each Panel meeting that took place.

4. Recommendation(s)

Recommendation(s):

4.1 The Committee is invited to

(a) agree to vary its terms of reference to include the nomination of suitably skilled individuals to governing bodies;

(b) delegate the function of nominating suitably skilled individuals to the Governor Appointments Panel; and

(c) delegate authority to the Corporate Director of Education, Learning and Skills (in consultation with the Chairman of the Governor Appointments Panel) to make all appointments to governing bodies where the nominee meets the guidelines in full.

Lee Round
School Governance Officer
03000 412309
lee.round@kent.gov.uk

Andrew Tait
Democratic Services Officer
01622 694342
andrew.tait@kent.gov.uk

This page is intentionally left blank