

SELECTION AND MEMBER SERVICES COMMITTEE

Thursday, 23rd June, 2016

2.30 pm

Darent Room, Sessions House, County Hall, Maidstone





AGENDA

SELECTION AND MEMBER SERVICES COMMITTEE

Thursday, 23 June 2016, 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

Webcasting Notice

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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 - 19 November 2015 (Pages 5 - 6)
- 4 Members' Allowances and Expenses 2015/16 (Pages 7 - 14)

- 5 Recruitment of the Independent Member Remuneration Panel (Pages 15 - 22)
- 6 Independent Person (Pages 23 - 24)
- 7 Webcasting Contract (Pages 25 - 28)
- 8 Proposed Future Arrangements for the Governor Appointments Panel (Pages 29 - 34)
- 9 Kent Flood Risk Management Committee (Pages 35 - 50)
- 10 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

Wednesday, 15 June 2016

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 Thursday, 19 November 2015.

PRESENT: Mrs A D Allen, MBE (Chairman), 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: Mr P Sass (Head of Democratic Services), Mr P D Wickenden (Democratic Services Manager (Members)) and Mr A Tait (Democratic Services Officer)

UNRESTRICTED ITEMS**17. Minutes - 21 October 2015**
(Item 3)

RESOLVED that the Minutes of the meeting held on 21 October 2015 are correctly recorded and that they be signed by the Chairman.

18. Member Development
(Item 4)

(1) The Democratic Services Manager introduced the report on the initiatives being undertaken by the Member Development Steering Group.

(2) During discussion of this item, the Committee agreed a number of recommendations for the Steering Group to consider. These are set out in (3) below.

(3) RESOLVED that the ongoing work programme of the Member Development Steering Group be noted and that it be requested to consider the following recommendations:-

- (a) the core topics for accreditation purposes should include Safeguarding, Standards, Scrutiny, Consultation, the Equality Act, Commissioning, Contract Performance and Contract Design;
- (b) Members who aspire to be Committee Chairmen and Deputy Cabinet Members (intermediary module) or to carry out a Leadership role (advanced module) should be expected to participate in the accreditation training provided;
- (c) the intention to record training sessions is welcomed; and
- (d) the Steering Group should consider the best means to facilitate opportunities for Members to discuss non-political ideas and concerns

to enable all the support to all Members in their various roles to be enhanced and improved.

19. Dependents' Carers' Allowance

(Item 5)

(1) The Cabinet Member for Corporate and Democratic Services proposed a minor amendment to the Dependents' Carers' Allowance paragraph in the Members' Allowance Scheme to enable elected Members with childcare responsibilities to participate in the Childcare Voucher Scheme offered by the County Council to its employees. The re-wording had been agreed by the Member Remuneration Panel.

(2) RESOLVED that the proposed rewording of the Dependents' Carers' Allowance paragraph in the Members' Allowance Scheme be recommended to the County Council for approval.

By: Director of Governance and Law
To: Selection and Member Services Committee – June 2016
Subject: MEMBERS' ALLOWANCES AND EXPENSES 2015/16
Status: Unrestricted

Summary: The Committee is invited to note and approve for publication the annual return for Members' allowances and expenses, together with details of the costs of the County Car service and taxis for Members for 2015/16.

FOR INFORMATION

Introduction

1. In accordance with paragraph 15 of The Local Authorities (Members' Allowances) (England) Regulations 2003, Kent County Council is required to publish annually the allowances paid to Members, which includes the Basic, Special Responsibility, Travelling and Subsistence, Dependent Carers and Co-optees Allowances. The Committee will also be aware of the legal requirement for the County Council to have a Member Remuneration Panel to advise the Council on the level of allowances and expenses Members should receive.

Details for 2015/16

2. The schedule of Members' Allowances and Expenses for the period 1 April 2015 to 31 March 2016 is attached as **Appendix A**. The total gross cost (including VAT) of all allowances and expenses for Members in 2015/16 is £1,767,838 which represents a 1.14% increase in total costs compared to 2014/15 of £1,747,927. As the VAT element can be reclaimed, Member's allowances and expenses have been reported monthly throughout the year on a net basis (excluding VAT) in order to demonstrate the true cost to the authority.

3. At its meeting on 13 July 2011, this Committee agreed that the costs incurred by Members using the County Cars and taxis that were booked directly by KCC should also be reported on an annual basis. The total net cost of the County Car service in 2015/16 was £48,178, compared to £38,842 in 2014/15, as detailed in **Appendix B**.

Recommendation:

4. The Committee is requested to note this report and agree to the publication of the allowances and expenses for 2015/16 as detailed in **Appendix A** as required by the Local Authorities (Members' Allowances) (England) Regulations 2003.

Paul Wickenden
Democratic Services Manager (Members)
Tel No: 03000 416836
e-mail: paul.wickenden@kent.gov.uk

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Kent County Council

Council Members Expenses and Allowances Paid April - March 2015/16

Name	Initials	Casual User Allowance	Public Transport *	Subsistence	Total Expenses	Basic Allowances	Special Responsibility Allowance	Carers Attendance Allowance	Total Allowances	Grand Total
		£	£	£	£		£	£	£	£
Allen	A D	2,604			2,604	12,805	12,633		25,438	28,041
Angell	M J	1,532			1,532	12,805			12,805	14,337
Baker	D W	32			32	(413)			(413)	(381)
Baldock	M				0	12,805	1,567		14,371	14,371
Balfour	M A	1,337	208		1,545	12,805	27,371		40,176	41,721
Bird	R H				0	12,805	1,810		14,615	14,615
Birkby	H G	3,624	134		3,758	12,805	2,801		15,605	19,364
Bond	N	970			970	12,805			12,805	13,775
Bowles	A H	1,845	3		1,848	12,805	5,230		18,035	19,882
Brazier	D L	1,642	62		1,703	12,805			12,805	14,508
Brivio	P M	1,125	27		1,152	12,805			12,805	13,957
Brookbank	R E	1,501			1,501	12,805	7,369		20,174	21,675
Burgess	L				0	12,805	1,567		14,371	14,371
Caller	C W	244			244	12,805	800		13,605	13,849
Carey	S J	2,945	233	35	3,214	12,805	12,633		25,438	28,651
Carter	P B	2,602	46	188	2,836	12,805	42,109		54,914	57,750
Chard	N J	662			662	12,805			12,805	13,466
Chittenden	I				0	12,805			12,805	12,805
Clark	B				0	12,805			12,805	12,805
Cole	P T	1,705	77		1,782	12,805	7,369		20,174	21,956
Cooke	G				0	12,805	27,371		40,176	40,176

Cowan	G	3,239			3,239	12,805	6,316		19,121	22,360
Crabtree	M E	2,172		35	2,207	12,805	12,633		25,438	27,645
Cribbon	C J	807			807	12,805	800		13,605	14,412
Crowther	A D	2,239			2,239	12,805	427		13,232	15,471
Dagger	V J				0	12,805			12,805	12,805
Daley	D S				0	12,805			12,805	12,805
Dance	M C	4,123	61		4,184	12,805	27,371		40,176	44,360
Davies	J A	1,390	39		1,429	12,805	9,264		22,069	23,498
Dean	T	628	265	167	1,061	12,805	6,211		19,016	20,077
Eddy	M R	2,803			2,803	12,805	800		13,605	16,408
Elenor	J	320			320	12,805			12,805	13,125
Elenor	M				0	12,805			12,805	12,805
Gates	T	1,918			1,918	12,805	7,994		20,799	22,717
Gibbens	G K	2,258	1,776		4,034	12,805	27,371		40,176	44,209
Gough	R W	5,380	399		5,779	12,805	27,371		40,176	45,955
Harman	P M				0	12,805			12,805	12,805
Harrison	A	1,542	3		1,545	12,805			12,805	14,350
Harrison	M J	3,797	101	202	4,099	12,805	13,261		26,066	30,165
Heale	M	669			669	12,805			12,805	13,474
Hill	P M	3,632	242	232	4,105	12,805	27,371		40,176	44,281
Hoare	C				0	12,805	380		13,185	13,185
Hohler	S V	2,193	247	230	2,670	12,805	12,633		25,438	28,108
Holden	S	2,067	247		2,315	12,805	12,633		25,438	27,752
Homewood	P J				0	12,805	1,942		14,747	14,747
Hotson	E E	736			736	12,805	6,316		19,121	19,857
Howes	S J	216			216	12,805			12,805	13,021
King	A J				0	12,805	7,369		20,174	20,174
Kite	J A				0	12,805	6,316		19,121	19,121
Koowaree	S J	221			221	12,805			12,805	13,025

Latchford	R A	4,931		35	4,966	12,805	5,206		18,011	22,976
Long	R L	374			374	12,805	7,369		20,174	20,548
Lymer	G	4,590	272	156	5,018	12,805	12,633		25,438	30,456
Macdowall	B	1,315			1,315	12,805	1,450		14,255	15,570
Maddison	T A	2,414	21		2,435	12,805	800		13,605	16,040
Manion	S C				0	12,805			12,805	12,805
Marsh	R A	1,717	4		1,721	12,805			12,805	14,526
McKenna	F				0	12,805			12,805	12,805
Neaves	R G				0	12,805			12,805	12,805
Northey	M J	3,292	27		3,319	12,805	12,633		25,438	28,757
Oakford	P J	4,406	153		4,559	12,805	27,371		40,176	44,735
Ozog	J M				0	12,805			12,805	12,805
Parry	R J	2,678	54		2,731	12,805	7,369		20,174	22,905
Pearman	C R	4,257	161	78	4,496	12,805	12,633		25,438	29,933
Ridings	L B	3,755		99	3,854	12,805	7,369		20,174	24,028
Rowbotham	E D	1,949	114	72	2,134	12,805			12,805	14,939
Scholes	J E				0	12,805	7,369		20,174	20,174
Scobie	W	329			329	12,805			12,805	13,134
Shonk	T L	1,243			1,243	12,805	117		12,921	14,165
Simkins	C E	1,212		35	1,247	12,805			12,805	14,052
Simmonds	J D	3,033			3,033	12,805	27,371		40,176	43,209
Smith	C P	1,709			1,709	12,805	9,562		22,367	24,076
Smyth	D	245	1,413	178	1,836	12,805	800		13,605	15,441
Stockell	P A				0	12,805	7,369		20,174	20,174
Sweetland	B	1,532	20		1,552	12,805	23,360		36,165	37,717
Terry	N A	983			983	12,805			12,805	13,788
Thandi	N S	344			344	12,805			12,805	13,149
Truelove	R	337	126	400	862	12,805	2,000		14,805	15,667
Vye	M J	1,409	56		1,465	12,805	1,293		14,098	15,563

Waters	C	108			108	11,463			11,463	11,571
Wedgbury	J N				0	12,805	3,269		16,074	16,074
Whittle	J				0	12,805	11,317		24,122	24,122
Whybrow	M E				0	12,805			12,805	12,805
Wickham	M A	912	7		919	12,805	7,369		20,174	21,093
Wiltshire	Z P	521	1,933		2,454	12,805	5,560		18,365	20,819
		116,312	8,531	2,141	126,984	1,073,861	566,994	0	1,640,855	1,767,838.41
		Casual User Allowance	Public Transport *	Subsistence	Total Expenses	Basic Allowances	Special Responsibility Allowance	Carers Attendance Allowance	Total Allowances	Grand Total

Appendix B

Running Costs of Members Cars

	2015-16 £	2014-15 £	2013-14 £	2012-13 £	2011-12 £	2010-11 £	2009-10 £	2008-9 £	2007-08 £
Vehicle Repairs & Maintenance	6,486	4,066	4,248	7,436	4,873	7,063	2,749	2,573	4,306
Petrol	4,440	4,997	5,588	6,786	6,612	9,222	7,617	10,287	9,443
Insurance	200								
Congestion Charges	1,173	529	472	933	759	833	842	778	744
G Vrakopolous 45% of costs	14,423	12,520	13,921	14,558	13,799	13,823	13,890	14,346	12,671
Chauffeurs Employment costs	21,456	16,870	19,364	22,362	25,393	34,887	32,709	44,345	53,749
Less Chauffeur Recharges		(140)		(490)	(1,057)	(380)	(2,645)	(3,714)	(9,196)
	48,178	38,842	43,593	51,585	50,379	65,448	55,162	68,615	71,717
Plus									
Lease Charges - 4 cars until 24/10/06 then 3 cars only							11,514	21,970	21,020
Purchase of 3 cars (invoice date 14/12/09) spread over 2 years						10,000	10,620		
	0	0	0	0	0	10,000	22,134	21,970	21,020

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

To: Selection and Member Services Committee – 23 June 2016

Subject: Recruitment of the Independent Member Remuneration Panel

Summary: This report invites the Committee to determine the process for the recruitment of a new Independent Member Remuneration Panel when the terms of office for the current panel members expire on 31 October 2016.

1. Introduction

- (1) Independent members of the Remuneration Panel are recommended to the Council for appointment by a panel of three people (not Members of the Council) appointed by this Committee.
- (2) The current term of office for the Panel Members Mr J Ogden, Mrs S Addis and Mr S Wiggett expires on 31 October 2016.
- (3) The legislative framework for the Member Remuneration Panel is set out **Appendix 1** to this report.

2. Proposed Recruitment Process

- (1) The existing members of the Remuneration Panel were shortlisted and interviewed by a Panel of three of the County Council's Honorary Alderman (former County Councillors) each drawn from one of the three political groups at the time.
- (2) An advert was placed on the County Council website to recruit the existing Panel. The process was the same as it would be for a member of staff. The Honorary Alderman considered the applications against the job role and specification for the post. The Panel then met and agreed the shortlisted candidates and the interviewing schedule.
- (3) Attached at **Appendix 2** is a copy of the job profile and specification.
- (4) To recruit the Panel for a commencement date of 1 November 2016 will require a recommendation to be made to the County Council on 20 October 2016. The recruitment process will need to be completed by the end of September. An advert will therefore need to be placed on the website by mid July.
- (5) The recruitment process worked well on the last occasion with the recruitment process, using a Panel of Honorary Aldermen. However, as neither the UKIP or Independent Groups have any Honorary Alderman it is proposed that the Group Leaders should be invited to appoint an Honorary Alderman or a person who is

not an existing Member or an individual planning to seek election to the County Council to participate in the process.

3. RECOMMENDATION

The Committee is asked to consider and agree the recruitment process for the Member Remuneration Panel for the period 1 November 2016 to 31 October 2020

1. Legislation

The statutory basis for the Independent Remuneration Panel is contained in 'The Local Authorities (Members' Allowances) (England) Regulations 2003. A copy of the Regulations is attached. Part 4 of these Regulations governs the operation of Independent Remuneration Panels

2. Composition

An Independent Remuneration Panel shall consist of at least three Members none of whom is also a member of an authority in respect of which it makes recommendations or is a member of a Committee or Sub Committee of such an authority or is disqualified from being or becoming a member of an authority.

3. Recommendation of Panels

" 21. (1) An independent remuneration panel shall produce a report in relation to the authority or authorities in respect of which it was established, making recommendations:

(a) as to the responsibilities or duties in respect of which the following should be available:

- (i) special responsibility allowance;*
- (ii) travelling and subsistence allowance; and*
- (iii) co-optees' allowance*

(b) as to the amount of such allowance and as to the amount of basic allowance;

(c) as to whether dependants' carers' allowance should be payable to members of an authority and as to the amount of such an allowance;

(d) as to whether in the event that the scheme is amended at any time so as to affect an allowance payable for the year in which the amendment is made, payment of allowance may be backdated in accordance with regulation 10(6) (i.e. it may be payable from the beginning of the year);

(e) as to whether adjustments to the level of allowances may be determined according to an index and how long that index should apply, subject to a maximum of four years, before its application is reviewed;

Kent County Council Job Description: Independent Member of the Remuneration Panel

Directorate: Three separate posts.

Unit/Section:

Location: Maidstone

Remuneration: £100 per day (pro rata for part of day) and travel expenses when required to undertake any duties

Responsible to: Kent County Council

Purpose of the Job:

The Panel of three independent people drawn from the community advises the Council on all matters to do with the allowances of the elected Members of the Council. A copy of the current scheme of allowances is enclosed.

Main duties and responsibilities:

The role of an Independent Member serving on this Panel is to make recommendations to the Council on a scheme of allowances and expenses for Council members and for reviewing that scheme in whole or in part as required by law, or requested by the Selection and Member Services Committee.

The Panel is not a Committee of the Council. No Member of the Council has a right to attend its meetings and its procedures are determined by the Panel itself,

1. The persons appointed as an Independent Person must:
 - be committed to the need for high standards in public life
 - demonstrate that they can remain independent in their thinking and decision making
 - be able to make judgments based on evidence or information presented
 - have questioning skills

- be assertive
 - be able to work within an area of public life which is open and transparent
- 2 To attend meetings of the authority when required.
 - 4 To participate in any forum established for Independent Members.
 5. Meetings are normally held in the daytime.

Other information:

6. Kent County Council will meet travel and subsistence expenses in accordance with their set rates.
7. Applicants should:
 - (a) live or work in the Kent County Council area
 - (b) be of good character
 - (c) be able to demonstrate a good understanding of ethics and probity in public services
- 8 The Independent Members MUST NOT
 - (a) be, or have been during the last 5 years, a member, co-opted member or officer of Kent County Council; or
 - (b) be a relative or a close friend of a member, co-opted member or officer of KCC or KMFRA.
(A person is defined by the Localism Act 2011 as a relative if they are:
 - *The spouse or civil partner or living as if they were a spouse or civil partner;*
 - *A grandparent;*
 - *A lineal descendant of a grandparent;*
 - *A parent, sibling or child;*
 - *The spouse or civil partner of a grandparent, lineal descendant of a grandparent, or a parent, sibling or child; or*
 - *Living with a grandparent, lineal descendant of a grandparent, or a parent, sibling or child as if they were a spouse or civil partner.**of a member, co-opted member or officer of KCC or KMFRA.)*

Kent County Council
 Person Specification: Independent Member

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	MINIMUM
EXPERIENCE	<p>Experience of serving in or working for local or national government, the legal system, tribunals or other quasi-judicial bodies.</p> <p>Experience in dealing with difficult issues which need constructive and sensitive solutions.</p> <p>Experience of partnership working, where politically or ethically sensitive issues have had to be considered.</p> <p>Experience of dealing with issues of ethical conduct in employment or public service.</p>
SKILLS AND ABILITIES	<p>Ability to critically assess written and oral evidence to reach a balanced and objective decision.</p> <p>Ability to absorb key information from complex reports.</p> <p>Ability to communicate effectively with a wide range of people, including councillors and council officers.</p> <p>Demonstrate excellent listening, problem solving and evaluation skills.</p> <p>Demonstrate tact, diplomacy and impartiality.</p>
KNOWLEDGE	<p>Knowledge of how a local authority operates and an awareness of the role of elected members.</p>
BEHAVIOURS	<p>Personal Integrity.</p> <p>Commitment to upholding high standards.</p> <p>Independence of mind – ability to form a view on the basis of facts and act objectively, and not to be swayed by others</p> <p>Commitment to confidentiality in appropriate circumstances.</p> <p>Ability and willingness to work with Members of other councils, their committees/panels and officers.</p> <p>Reliable and committed.</p> <p>Need to attend various meetings with fluctuating frequency and sometimes at short notice.</p> <p>Need to be available for and respond to consultation as and when required, and sometimes at short notice</p> <p>Attend training events and other forums as and when required.</p>

Kent - a large and diverse County

- **Land area** of 1,368 square miles and just over 350 miles of coastline
- **Residential population** of just over 1.49million, and growing faster than the national average
- **An ageing population**-the number of 65+year olds is forecast to increase by 48.9% by 2031
- 78% of **Kent's working age population** is economically active (in work or actively looking)
- 8.8% of **working age residents** are claiming out of work benefit
- Just under one third of the **Kent workforce** is qualified to at least NVQ4, lower than the national and South East average
- Kent is ranked 102nd out of 152 authorities in the **Indices of Deprivation**, although lots of variation, with some areas of Kent falling into the 20% most deprived in the country
- **There are 472,300 0-15 year olds in Kent**, equal to 31.6% of the total population
- 50,740 **businesses** are based in Kent, 83.5% of which employ less than 10 people
- **Professional, scientific and technical** account for the largest proportion of Kent business, followed by construction, while businesses in wholesale and retail trade have the largest proportion of employees
- **Health and wellbeing** in Kent is generally good. Kent has areas which are within the 20% highest and lowest life expectancy in England, but overall Kent has a slightly higher life expectancy than the national figures

How does the Council work?

- Kent County Council works closely with 12 district councils, one unitary authority (Medway Council) and more than 300 town and parish councils. Each has specific responsibilities and some are shared, but all work in partnership to ensure the citizens of Kent are well-presented overall.
- Kent County Council is led by Paul Carter, and supported by 8 Cabinet Members. There are 84 elected Members in all. The ruling Group is the Conservatives and UKIP is the official opposition party. There are also Labour, Liberal Democrat and Independent Groups.
- The Corporate Management Team provides officer leadership and top level management for the County Council. Our structure has four Corporate Directors:
 - + Strategic and Corporate Services
 - + Education and Young People Services
 - + Social Care and Health and Wellbeing
 - + Growth, Environment and Transport

Underneath each Member of the Corporate Management Team there is a Directorate Management Team made up of the Directors of each Division and the

Corporate Director. Cabinet and the Corporate Management Team come together as Corporate Board, chaired by the Leader, to provide strategic direction around implementation and service delivery.

By: Peter Sass, Head of Democratic Services
To: Selection and Member Services Committee – 23 June 2016
Subject: Independent Person
Classification: Unrestricted
Previous Pathway of Paper: Discussion with Group Leaders
Future Pathway of Paper: County Council

Summary: In accordance with the Localism Act 2011 the County Council is required to appoint an Independent Person with whom the Monitoring Officer can engage on alleged breaches of the Kent Member Code of Conduct.

Recommendation: The Selection and Member Services Committee is asked to recommend to the County Council the appointment of Michael George as the Independent Person for the Members Code of Conduct for the four year term 1 July 2016 to 30 June 2020

1. Introduction

1.1 The Localism Act 2011 requires that the County Council to appoint an Independent Person to whom the Monitoring Officer can seek advice when he is in receipt of an alleged breach of the Kent Member Code of Conduct.

1.2 The legislation came into operation on 1 July 2012 just a few days after it was published. As a consequence the County Council approved at its meeting in October 2012 the appointment of Mr Michael George retrospectively for a four year term expiring 30 June 2016.

2. Reappointment of Mr George

2.1 Following a discussion with the Leaders of political Groups the Leaders have unanimously agreed that they would be happy to offer Mr George a further term of office as the Independent Person for a the four year period 1 July 2016 to 30 June 2020.

2.2 Mr George has said verbally that he would be delighted to accept the appointment for a further term of four years.

2.3 The remuneration for this post is a £500 annual retainer (payable over 12 months) plus a daily rate of £100 (pro rata for part of a day) when required to

undertake any duties, and travel expenses at the same rate as for elected Members (currently 45p per mile)

3. Kent and Medway Fire and Rescue Authority

The Committee is reminded that the County Council works in co-operation with the Kent and Medway Fire and Rescue Authority. Should Mr George not be available or have a conflict of interest the Kent and Medway Fire and Rescue Authority Independent Person Mrs Janet Waghorn would act. The Kent and Medway Fire and Rescue Authority have reappointed Mrs Waghorn for a further four years.

4. Recommendation

The Selection and Member Services Committee is asked to recommend to the County Council the appointment of Michael George as the Independent Person for the Member Code of Conduct for the four year term 1 July 2016 to 30 June 2020.

Report Author:

Paul Wickenden
Democratic Services Manager (Members)

[Tel:03000 416836](tel:03000416836)

Background documents - none

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

To: Selection and Member Services Committee – 23 June 2016

Subject: Webcasting Contract

Summary: To provide information on the new webcasting contract.

1. Introduction

(1) Kent County Council has been webcasting the majority of its meetings since 2005. This valued community engagement facility has been supplied under contract by Public-I who are the market leaders and provide webcasting for 93 local authorities, although a thorough review of the market is undertaken at regular intervals in line with the approved procurement process for the Authority.

(2) The average number of hours webcast per year for the past 6 years has been 200 hours. There has been an average of 160 meetings a year webcast attracting an average of 352 views per meeting. (Appendix 1)

2. Tender process

(1) The latest webcasting contract, with an agreed extension, ran from 2010 until 29 June 2016, in order to have a seamless continuation of this facility, the Cabinet Member for Corporate and Democratic Services agreed to a competitive process being held via the Essex Procurement Hub.

(2) Following an approach from Maidstone Borough Council (MBC), who were also in the process of tendering for a webcasting contract, support was given by the Democratic Services Manager (Council) to co-ordinate a bid for both authorities webcasting via the Essex Procurement Hub in order to achieve best value for both authorities. The tender was in two lots with the aim of separate contracts being entered into by KCC and MBC with the successful tenderer.

3. Successful Tender

(1) Only one tender was received from Public-I, KCC current supplier.

(2) In recognition of the KCC's assistance with the opportunity to tender for MBC's webcasting contract and the long standing relationship with KCC, the tender submitted by public-i included a 24% discount compared to the existing contract. The savings achieved under the new 5 year contract are equivalent to £22,892 over five years and include, new webcasting equipment and cameras in both the Council Chamber and Darent Room and 250 hours of webcasting.

(3) The total cost of the new 5 year contract will, therefore, be £15,681 per annum for which sufficient budgetary provision exists within the Democratic Services revenue budget.

4. New Contract

(1) In order to achieve these savings, it was necessary for the contract to be awarded by 15 June 2016. Therefore, with the approval of the Cabinet Member for Corporate and Democratic Services, the Head of Democratic Services awarded this contract under his delegated authority on 15 June with a commencement date of 30 June 2016, expiring in June 2021.

4. RECOMMENDATION

The Committee is requested to note the new 5 year contract with Public-I for webcasting services and welcome the savings achieved through the re-procurement of this service.

Contact details:

Denise Fitch
Democratic Services Manager (Council)
03000 416090

Background Documents: None

Webcasts – no of views per year

	No of meetings webcast	Webcast views *	
		Live	Archive
2010-11	145	5351	14483
2011-12	132	6172	19248
2012-13	169	2057	26122
2013-14	146	3361	62813
2014-15	173	5250	66793
2015-16	195	3998	124743
Average	160	4022	52367

*Note:

Live webcast hits are only collected between the start and end of the live broadcast. Archive webcast hits are collected from the point the archive is made available until the time it expires.

An end user may only generate one hit on a webcast during a session. If a user views Meeting A, then Meeting B, and then Meeting A again, 1 hit is added to Meeting A and one to Meeting B.

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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 – 23 June 2016**

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

Classification: **Unrestricted**

Electoral Division: All

Summary:

This report sets out a proposed revision to the arrangements for the nomination of Local Authority Governors

1. Background

1.1 On 26 January 2016 this Committee gave delegated powers to the Corporate Director of Education, Learning and Skills (in consultation with the Chairman of the Governor Appointments Panel) to make all appointments and nominations of Local Authority Governors where the nominated governor meets the guidelines in full. This decision enabled Panel meetings to be cancelled unless there were requests to consider exceptions. A copy of the report is attached at **Appendix 1**.

1.2 One of the consequences of this decision is that Panel meetings are taking place to consider only a very small number of exceptions. The last three meetings have considered one exception each. The Panel Members have expressed the view that this represents an unnecessary use of resources as it still involves Members travelling to County Hall in order to participate in what is often a very short meeting indeed.

2. Proposed change to the process

2.1 In response to these concerns, the Governor Appointments Panel has sought to identify a mechanism which enables Members to retain the ability to exercise their judgement when required to do so whilst avoiding an excess of meetings which contribute little to the work of the County Council.

2.2 The Governor Appointments Panel agreed at its meeting on 26 April 2016 that the most appropriate course of action to achieve this goal is for Selection and Member Services Committee to extend delegated powers to the Corporate Director of Education, Learning and Skills to also make or refuse to make an appointment in circumstances where the nominated individual does *not* meet the guidelines in full, *providing that* all Members of the Governor Appointments Panel are in agreement with the Corporate Director's decision.

2.3 If the above process were to be adopted, the means of carrying it out would normally be through email communication. The School Governance Officer would set out the name of the individual applicant together with the guideline which is not met in full. An explanation of the circumstances would also be given, including any accompanying papers, together with the grounds for her recommended course of action. Each Member would be asked to reply to her within two weeks of the date of the initial communication to them. In the event that the Panel Members all indicated their agreement on a course of action, this would be recorded and the Corporate Director would be invited to exercise delegated powers accordingly. A record of the decision would be retained and formally reported at the next meeting of the Panel. If it proved impossible to obtain a reply from one or more Panel Members, the Panel would need to meet formally on the next date scheduled.

2.4 This would enable Panel meetings to be cancelled unless there was a disagreement amongst Members in respect of a particular nominee or if the Corporate Director disagreed with the unanimous views of the Panel Members. If this was the case, the nomination would be considered at the next scheduled meeting of the Panel.

2.5 Decisions on a request to remove a school governor would not be affected by the proposed revision.

3. **Recommendation(s)**

Recommendation(s):

The Committee is invited to delegate authority to the Corporate Director of Education, Learning and Skills (in consultation with the Members of the Governor Appointments Panel) to make or refuse all appointments to governing bodies where the nominee does not meet the guidelines in full, providing that all Panel Members are in agreement with the Director's proposed course of action.

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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.

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By: Peter Sass, Head of Democratic Services

To: Selection and Member Services Committee – 23 June 2016

Subject: Kent Flood Risk Management Committee

Classification: Unrestricted

Previous Pathway of Paper: None

Future Pathway of Paper: Potential consideration by the independent Member Remuneration Panel.

Summary: The Chairman of the Kent Flood Risk Management Committee has asked the Selection and Member Services Committee to consider whether the office of Chairman of the Kent Flood Risk Management Committee should attract a Special Responsibility Allowance.

Recommendation: The Selection and Member Services Committee is asked to consider whether the office of Chairman of the Kent Flood Risk Management Committee should attract a Special Responsibility Allowance. If so the Committee is asked to invite the independent Member Remuneration Panel to consider this request and make a recommendation to this Committee and the County Council.

1. Introduction

Mr Harrison would like to ask the Committee to consider whether to make a request to the Independent Member Remuneration Panel to consider whether his role as Chairman of the Kent Flood Risk Management Committee should attract a Special Responsibility Allowance (SRA) as part of KCC's Members' Allowances Scheme.

2. Guidance on Members' Allowances

(1) The guidance on Members' Allowances for local authorities in England states that:

“special responsibility allowances may be paid to those members of the council who have significant responsibilities over and above the generally accepted duties of a councillor.”

The existing Members' Allowances Scheme includes provision for the payment of 38 SRAs, or 45% of the total number of elected Members, which is below the recommended maximum level of 50%.

3. Kent Flood Risk Management Committee

(1) This Committee is a statutory Committee responsible for reviewing and scrutinising the exercise by risk management authorities of flood risk management functions or coastal erosion risk management functions, which may affect the local authority's area. The Committee reports annually to the Scrutiny Committee. The full Terms of Reference for the Committee are attached at **Appendix 1** and the most recent Annual Report on the Committee's activities is attached at **Appendix 2**.

(2) Mr Harrison will be in attendance at the meeting to explain in more detail to the Committee the work of the Kent Flood Risk Management Committee and why he considers that his role as Chairman warrants a Special Responsibility Allowance

4. Other posts where the Committee Chairman attract a Special Responsibility Allowance

(1) The Committee may wish to benchmark what Mr Harrison has informed the Committee against other Committees where a Special Responsibility Allowance is payable. For example the Chairman of the Planning Committee will chair approximately 10 meetings per year as well as a number of site visits and meetings. Cabinet Committee Chairman will oversee 5 to 6 meetings per year as the Advisory Committees to the Cabinet Members and the decision making process. The Governance and Audit Regulation Committee and Superannuation Fund Committee have 4 to 5 meetings per year. These are decision making bodies.

(2) A copy of the current Members' Allowance scheme is attached at **Appendix 3**.

5. Independent Member Remuneration Panel

Should the Committee be disposed to invite the independent Member Remuneration Panel to consider this request the Panel will want to know about the responsibility of the Committee as set out in its Terms of Reference not purely the workload.

6. Recommendation

The Selection and Member Services Committee is asked to consider whether the office of Chairman of the Kent Flood Risk Management Committee should attract a Special Responsibility Allowance. If so the Committee is asked to invite the independent Member Remuneration Panel to consider this request and make a recommendation to this Committee and the County Council.

Contact:

Paul Wickenden

Democratic Services Manager (Members)

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Background Documents – none

KENT FLOOD RISK MANAGEMENT COMMITTEE TERMS OF REFERENCE

7 Members

Conservative: 4; UKIP: 1; Labour: 1; Liberal Democrat: 1.

1. In accordance with the Localism Act 2011 (Schedule 2), this committee is responsible for reviewing and scrutinising the exercise by risk management authorities of flood risk management functions or coastal erosion risk management functions which may affect the local authority's area.

2. This Committee is responsible for:-

- a) the preparation, monitoring and review (in conjunction with the Flood Risk Management Officer) of a strategic action plan for flood risk management in Kent taking into account any Select Committee recommendations, the Pitt Review and relevant requirements of the Flood and Water Management Act 2010;
- b) reporting annually (and more often if necessary) to the Scrutiny Committee and to the Cabinet Member for Environment, Highways and Waste;
- c) reviewing and responding to any consultation on the implementation of the Pitt Review and the future development of the Flood and Water Management Act 2010;
- d) receiving reports from the Southern Regional Flood and Coastal Committee and responding as appropriate;
- e) the investigation of water resource management issues in Kent.

3. A risk management authority must comply with a request from this committee for information and a response to a report.

4. The committee may include (non-voting) persons who are not Members of the authority, including representatives of district Councils, the Environment Agency and Internal Drainage Boards.

From: Mike Harrison, Chairman of the Kent Flood Risk Management Committee
To: Scrutiny Committee – 9 June 2016
Subject: The work of the Kent Flood Risk Management Committee
Classification: Unrestricted

Summary: This report provides the Scrutiny Committee with an overview of the work of the Kent Flood Risk Management for the period May 2015 to March 2016.

Recommendation(s): The Scrutiny Committee is asked to note the contents of the report.

1. Introduction

- 1.1 The Kent Flood Risk Management Committee last reported to this Committee on 11 June 2015. The Committee asked that in future years the reports would provide greater detail of the year's events instead of enclosing the Minutes as Appendices. This report has therefore been prepared in the light of this request.**
- 1.2 The Committee's Terms of Reference are set out at Appendix 1 to this report. The membership of the Committee consists of 8 Members of the County Council. There is also a standing invitation to each of the District Councils, the Internal Drainage Boards in Kent, Kent Fire and Rescue Service and KALC to send representatives to the meetings. All these representatives are treated as though they are full Committee Members except for the formal items of business.**
- 1.3 Officer support to the Committee is provided by Tony Harwood (Resilience and Emergencies Manager) and Max Tant (Flood Risk Manager). Senior Officers from the Environment Agency also report and contribute to the meetings.**
- 1.4 In 2015/16, the Committee continued to monitor responses to Environment Agency and Met Office Alerts and Warnings and KCC flood response activities, receiving a standing report at each meeting throughout the year. The most significant flooding event during the last year occurred in January 2016 when some 120 residential properties within the Dover and Shepway Districts were either flooded or required active interventions to prevent their inundation by surface water.**

- 1.5 The Committee was able to consider a broader range of topics at its three meetings than it had been able to do in 2014/15 when the focus had overwhelmingly been on the winter 2013/14 wide-area flooding events.**
- 2. Committee meeting of 20 July 2015.**
- 2.1 The Committee received a presentation from Paul Cobbing, Chief Executive of the National Flood Forum (NFF). This is a national charity which runs dozens of projects throughout the UK and has some 200 community groups affiliated to it. It builds upon the strong relationships it has built up with DEFRA and the Environment Agency to carry out its three functions, which are:**
- Helping people prepare for flooding;**
 - Helping people recover their lives after flooding; and**
 - Campaigning and working to put flood risk communities at the centre of policy making and operational delivery.**
- 2.2 Mr Cobbing told the Committee that the NFF has a special role to play because everyone accepts their independence from official agencies. This enables them to engage with people who are angry and upset in a way which statutory agencies are unable to do.**
- 2.3 The NFF's highest priority is "Citizen Control." It considers it essential that every community that is affected by or at risk of flooding is empowered to take the lead.**
- 2.4 The NFF also has a major role to play in the aftermath of flood events. It has learned through experience that communities' needs are very different a week after a flooding event than during the first three or four days. Insurance is often the most significant priority at this time. The NFF is able to use the strong links it has established with the insurance industry to help overcome difficulties. This is also true for emergency alternative accommodation issues, because of the NFF's links with housing providers.**
- 2.5 Another aspect of the NFF's work is preparation for flooding. If a community has no local flood group, the NFF will help set one up, advising on the best way to organise. On occasions, they will facilitate discussions within a community in order to resolve disagreements over what the actual flooding issues are.**
- 2.6 The Committee was pleased to note that the NFF was currently in discussions with the Kent Resilience Forum over joint working.**

- 2.7** The Committee also received a report from Max Tant on the preparation of “Flood Risk to Communities” documents. He provided a copy of the draft covering the Canterbury City Council administrative area (the first to have reached this stage of readiness) and explained that the Flood Risk Management Strategy would be assisted by supplementary documents at District level which covered all forms of flood risk including areas covered by the Environment Agency, KCC, the sewerage undertakers and the Highways Authority. The documents would also identify lines of responsibility during emergencies and any local flood plans produced to manage risk. They would aim to provide an overview of all local flooding issues and signpost where more detailed information could be obtained.
- 2.8** The Committee commented on the draft Canterbury City Council document and was very pleased to note that it was intended to include reference to Flood Wardens including guidance on their role and value.
- 3. Committee meeting on 16 November 2015**
- 3.1** The Committee set aside a large proportion of its time for a number of presentations from people who were working in emergency response at a voluntary and local level. Tim Norton, Environment Agency Flood Resilience Team Leader gave the first presentation entitled “Community Resilience in Kent: Flood Wardens.” He said that the flooding events of winter 2013/14 had convinced the Environment Agency that identifying and training Flood Wardens was a key priority. A great deal of effort had been put into recruiting and training Flood Wardens, supplemented by the production of the *Flood Warden Handbook*.
- 3.2** Tim Norton told the Committee that there had been a rapid response to the need for action in support of communities and volunteers. There was also a mutual understanding amongst the various partners who were developing Flood Warden training; sufficient funding had been secured for the purchase of basic equipment; Flood Wardens were integrated into the long term strategy for building resilient communities; and nearly 200 Flood Wardens had been through initial training.
- 3.3** There was a risk that the number of Flood Wardens would decline if no local flooding occurred for a number of years. The Environment Agency was therefore arranging seminars and other events in order to maintain momentum and knowledge. Another matter that needed to be addressed was that the Environment Agency did not have the resources to enable it to work with every single community where a Flood Warden had been trained. It was therefore going to be a necessary to prioritise and to consider the level of support that should be given on a case by case basis. Some higher risk communities still did not have any flood

wardens and consideration would need to be given to the best way to work with them in those circumstances. It was also very important that the Districts and Boroughs carried out exercises to ensure that they were aware of all the Flood Wardens in their areas and that they knew how to contact them whenever the need arose.

- 3.4 The Committee was then briefly addressed by Carl Lewis, a Tonbridge Flood Warden and one of the two Area Flood Warden Co-ordinators. He described the efforts that had been made to recruit new Wardens after 2013/14 which included newspaper advertisements and contributions from the local MP. He stressed the importance of communication which could vary in form from door knocking to emails and Environment Agency roadshows. The message needed to be conveyed to the community that a Flood Warden's role was not limited to emergency events, but that they were there to provide support to their communities throughout the entire year.
- 3.5 Presentations were also given by Stuart Kenny from Kent Search and Rescue and by Steve Short of South East 4x4 Response. These two voluntary organisations had both contributed massively and in a number of ways during the winter 2013/14 flood events and had built on the excellent liaison arrangements they had already developed with Kent Police and other organisations.
- 3.6 The Committee was very impressed with the enthusiasm and commitment displayed by all four speakers. There was also a strong view that the Committee should play its part in communicating more widely the value of their work. Our next meeting in July 2016 will take place in Yalding and we hope to see as many Flood Wardens there as possible in order that we can express our gratitude for all that they do and demonstrate our belief in the critically important contribution that they make to flood resilience and response in Kent.
- 3.7 The Committee also received a detailed oral report from Paul Flaherty from Kent Fire and Rescue on the second Kent Resilience Forum Annual Severe Weather Exercise. This had been very worthwhile and had demonstrated the preparedness of all the agencies concerned, including Kent County Council. I suggested that an invitation should be sent to the Committee whenever an event of this nature took place.
- 3.8 The Committee was delighted to be told that a prestigious national award had been presented to the Kent Voluntary Sector Emergency Group by the Emergency Planning Society in recognition of the tremendous role played by volunteers in Kent and the service that they were providing.

4. Committee meeting on 8 March 2016.
 - 4.1 Katie Moreton from Kent Highways and Waste gave a presentation to the Committee on Highways Flooding Events and Drainage Issues. She explained that due to the below average rainfall in winter 2015/16 the number of customer enquiries and drainage emergencies had been considerably lower than in previous years.
 - 4.2 Katie Moreton detailed the cyclical cleansing of gullies and targeted activity undertaken during the year. All drains on main roads are cleansed on a cyclical basis every twelve months. A service-wide programme is undertaken on high speed roads, which means that soft landscaping, pot hole fixing, barrier tensioning and street lighting teams carry out their maintenance work together overnight. The same approach used to be taken in respect of minor roads. This approach changed in April 2014 as a result of feedback from the public. Highways Stewards now carry out an inspection and assessment whenever an enquiry is received. This includes identification of any work that needs to be carried out in the vicinity. Depending on the seriousness of the concern, work can begin at any time between 2 hours and 90 days of the enquiry coming in.
 - 4.3 Another vital area of Kent Highways' work is carried out on "Drainage Hotspots" which Katie Moreton defined as "a flood prone section of the highway network." These are areas where flooding occurs because the drains are frequently blocked. If a drainage system is seen as defective, it will not be focussed upon because repeated cleansing would not solve the problem. Instead, prioritisation is done twice a year by analysing all the reports of flooding and those areas where Highways have attended emergencies. Presently, there are 114 Drainage Hotspots identified in Kent which are attended to every six months. This list is sense checked by the Area Drainage Engineer and the District Manager. The list is not *automatically* added to on the request of locally elected representatives or Parish Councils due to the need to avoid it becoming completely unmanageable.
 - 4.4 All the Highways Asset Managers made their bids for capital for their highway improvements budgets in December 2015. The initial Drainage bid was £11.65m comprising 144 large schemes and 1,000 small reactive improvement works. The final agreed budget was £3.625m which Katie Moreton estimates will enable 66 large schemes and some 200 small reactive improvement works to be carried out. This compares with a far lower budget in 2015/16 of £1.65m when only smaller works were carried out.

4.5 Max Tant then provided an update report on the Local Flood Risk Management Strategy. He set out the challenges for flood risk management in Kent. These are:-

- Delivering local flood risk management works;**
- Joint delivery of schemes;**
- Combined sewer networks;**
- Promotion of natural flood management techniques;**
- Developing KCC's role as a consultee for some minor developments in high risk areas;**
- SuDS adoption and maintenance;**
- Improving community resilience;**
- Proper planning for local flood risk emergencies; and**
- Understanding the full economic benefits of flood risk management.**

4.6 One action that arose out of the discussion of Max Tant's report was that I was asked to write to Kent MPs on the Committee's behalf setting out its `SuDS.

5 Future activities

5.1 The next meeting of the Committee will be held in July 2016 in Yalding. It is very important that the Committee is seen to be active all around the County. It is even more important that we give a practical demonstration to local communities, flood wardens and other volunteers that we are their committee and that they should feel confident about bringing plaudits and concerns to us. At this meeting, we will also have an update from Southern Water on their investment plans.

5.2 It is in the same spirit that we are considering whether the Committee would benefit from additional representation from KALC. A report on this matter will be considered at the July meeting.

6. Conclusions

6.1 Kent Flood Risk Management Committee has carried out an important oversight and scrutiny function in terms of scrutinising the work carried out by KCC and its partner agencies. Its Members have raised issues which are too numerous to set out in this report, but which have all been followed up. The Committee's influence has benefited from the continued

positive engagement by those local authorities who regularly attend and by the positions of authority that their representatives hold within those organisations.

- 6.2 There are, however, some local authorities who despite a standing invitation do not send representatives to the Committee's meetings. I intend to use the opportunity provided by the recent Local Government elections to remind each of the Districts and Boroughs to notify us of any change to its membership of the Committee whilst encouraging those authorities who are currently not represented to take up the Committee's invitation. The greater the number of authorities who attend, the greater will be the reward for the County as a whole in terms of influence, understanding and joined-up working to mitigate the risks arising from all forms of flooding in Kent.

7. Recommendation

7.1 The Committee is invited to note the content of this report

Mike Harrison

Chairman of the Kent Flood Risk Management Committee

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Andrew Tait

Democratic Services Officer

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Members' Allowances Scheme

For the period 1 June 2014 to 31 May 2015

Adopted by the Council on 15 May 2014

BASIC ALLOWANCE - £12,805 per annum (inclusive of an element for routine subsistence expenditure on KCC duties).

SPECIAL RESPONSIBILITY ALLOWANCES

	%	£
Executive		
Leader	100	42,109
Cabinet Members (maximum 9)	65	27,370
Deputy Cabinet Members (maximum 11)	30	12,632
Cabinet Committee Chairman (maximum 6)	17.5	7,367
Council		
Council Chairman	33	13,878
Council Vice-Chairman	17.5	7,367
Planning Applications Committee Chairman	22	9,268
Regulation Committee Chairman	22	9,268
Other Committee Chairmen (a)	17.5	7,367
Scrutiny Committee Chairman	17.5	7,367
Select Committee Chairmen (for period of review)	17.5	7,367
Opposition		
Leader of each Opposition Group (of at least five members)	15	6,316 plus £500 for each additional Group Member

Notes:

- (a) Other Committee Chairmen: Governance & Audit, Health Overview & Scrutiny and Superannuation Fund.
- (b) No Member to receive more than one Special Responsibility Allowance.
- (c) No other allowance to be payable.

TRAVEL EXPENSES

Travel by private vehicles will be reimbursed at the rates set for tax allowance purposes by the Inland Revenue for business travel. Currently, these are 45p per mile for the first 10,000 miles and 25p a mile thereafter.

Parking fees, public transport fares and any hotel expenses will be reimbursed at cost, but only on production of a valid ticket or receipt - the cheapest available fare for the time of travel should normally be purchased.

Taxi fares will only be reimbursed on production of a valid receipt and if use of public transport or the Member's own car is impracticable

Travel expenses will be reimbursed for any journey on council duties between premises as agreed for tax purposes (normally excluding journeys to constituents' homes).

VAT receipts for fuel must always be provided to accompany Members' expense claims and any instructions issued by the Director of Governance and Law in relation to the submission of expense claims complied with.

Air travel and rail travel other than to/from London or within Kent should be booked through officers to enable use of discounting arrangements.

Journeys undertaken in accordance with the following descriptions are allowed to be claimed for:

- (a) attendance at KCC premises to undertake KCC business, including attendance at Council, Cabinet and Committees, etc (including group meetings) and to undertake general Member responsibilities;
- (b) representing KCC at external meetings, including Parish and Town Councils and those of voluntary organisations where the member is there on behalf of KCC;
- (c) attendance at events organised by KCC and/or where invitations have been issued by County Officers or Members (including Chairman's events and other corporate events); and

- (d) attendance at meetings/events where the Member is an official KCC representative (as determined by the Selection and Member Services Committee) or requested by the Leader or the relevant Cabinet Member.

SUBSISTENCE EXPENSES

These are not normally reimbursed. Hotel accommodation should be booked through officers. Any other reasonably unavoidable costs related to overnight stays, excluding normal subsistence, will be reimbursed on production of a receipt.

DEPENDENTS' CARERS' ALLOWANCE

Members who incur expenses themselves in respect of care responsibilities for dependent children under 16 or dependent adults certified by a doctor or social worker as needing attendance will be reimbursed, on production of valid receipts, for actual payments to a carer while the Member is on Council duties, up to a maximum of £10 per hour for each dependent child or adult. Money paid to a member of the Members' household will not be reimbursed. In the case of an allowance for the care of a dependent relative, the relative must reside with the councillor, be dependent on the councillor and require constant care. Subject to the Childcare Voucher Scheme's standard terms and conditions*, any Member may, if they wish, sacrifice a portion of their Basic Allowance for Childcare Vouchers which are not subject to tax and national insurance deductions.

* For reference these terms and conditions include (but are not limited to):

- The childcare provider must be OFSTED registered.
- The children must be aged between 0 and 16.
- A sacrifice agreement would need to be signed.
- The amount that can be sacrificed varies depending on whether the applicant is a basic, higher or additional rate tax payer.

PENSIONS

Members are not eligible for admission to the superannuation scheme.

CO-OPTED MEMBERS

An allowance is payable to the Independent Person of £500 per annum plus a daily rate of £100 (pro rata for part of a day). An allowance is paid to the members of the Independent Remuneration Panel of £100 per day.

ELECTION TO FORGO ALLOWANCES

In accordance with Regulation 13 of the Local Authorities (Members' Allowances) (England) Regulations 2003, any Member may elect to forgo all or any part of their entitlement to allowances, by notice in writing to the Head of Democratic Services.

SUBMISSION OF CLAIMS

In accordance with Regulation 14 of the Local Authorities (Members' Allowances) (England) Regulations 2003, the time limit for the submission of claims relating to travel, subsistence, co-optees and dependent carers allowances is four months from the date the expense was incurred.

NO OTHER ALLOWANCES ARE PAYABLE

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