

SELECTION AND MEMBER SERVICES COMMITTEE

Wednesday, 21st June, 2017

2.30 pm

**Council Chamber, Sessions House, County Hall,
Maidstone**





AGENDA

SELECTION AND MEMBER SERVICES COMMITTEE

Wednesday, 21 June 2017, at 2.30 pm Ask for: **Andrew Tait**
Council Chamber, Sessions House, County Telephone: **03000 416749**
Hall, Maidstone

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

Membership (8)

Conservative (6): Mrs A D Allen, MBE (Chairman), Mr P B Carter, CBE,
Mr M C Dance, Mr E E C Hotson, Mr J D Simmonds, MBE and
Mr B J Sweetland

Liberal Democrat (1): Mrs T Dean, MBE

Labour (1) Mr D Farrell

Webcasting Notice

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site or by any member of the public or press present. The Chairman will confirm if all or part of the meeting is to be filmed by the Council.

By entering the meeting room you are consenting to being filmed. If you do not wish to have your image captured please let the Clerk know immediately.

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 - 1 March and 25 May 2017 (Pages 5 - 8)
- 4 Member Development (Pages 9 - 14)

- 5 Appointments to Outside Bodies and appointment of Parent Governor Representatives (Pages 15 - 18)
- 6 Member Allowances (to follow)

Motion to exclude the Press and Public

That under Section 100A of the Local Government Act 1972 the press and public be excluded from the meeting for the following business on the grounds that it involves the likely disclosure of exempt information as defined in paragraphs 1 & 2 of part 1 of Schedule 12A of the Act.

EXEMPT ITEMS

(During these items the meeting is likely NOT to be open to the press and public)

- 7 Member Support (to follow)

John Lynch
Head of Democratic Services
03000 410466

Tuesday, 13 June 2017

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, 1 March 2017.

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

IN ATTENDANCE: Mr B Watts (General Counsel), Mr J Lynch (Head of Democratic Services), Ms D Trollope (Head of Engagement and Consultation), Ms L Archer (Channel Analyst), Mrs S Thompson (Head of Planning Applications Group) and Mr A Tait (Democratic Services Officer)

UNRESTRICTED ITEMS

1. Minutes - 27 September 2016 (Item 3)

RESOLVED that the Minutes of the meeting held on 27 September 2016 are correctly recorded and that they be signed by the Chairman.

2. Review of Members' Communication and Information Technology (ICT) (Item 4)

(1) The Cabinet Member for Corporate and Democratic Services introduced a report on ICT provision for Members and how this fitted with current requirements, new technology capability and future needs. He stressed the need for the ICT kit to meet the County Council's security requirements whilst being fully accessible to all Members.

(2) RESOLVED that:-

- (a) the proposed offer be made to elected Members of the Council following the County Council elections on 4 May 2017; and
- (b) the Head of Democratic Services be requested to invite all elected Members to consent to receive electronic summonses and papers for all Committee meetings following the County Council elections on 4 May 2017.

3. Member Development Steering Group - Work Programme (Item 5)

(1) A supplementary report entitled "Training for the Planning Applications Committee" had been sent to all Members of the Committee with the agenda papers.

(2) The Committee received a presentation on the proposed revised “Members’ Area KNET pages which had been designed to improving accessibility.

(3) RESOLVED that:-

- (a) the report be noted;
- (b) approval be given to the emerging proposed Member Development Programme set out in Appendix 3 of the report; and
- (c) the “Training for the Planning Applications Committee” supplementary report be noted to inform the development of Member training.

4. Constitutional Amendments to reflect recent decisions of the County Council
(Item 6)

RESOLVED that:-

- (a) the report be noted; and
- (b) the proposed changes to the Constitution set out in the report be recommended to the County Council for adoption.

5. Appointment of representative to the Chilmington Green Partnership Working Group
(Item 7)

RESOLVED that Mr Charlie Simkins be appointed as the County Council’s representative on the Chilmington Green Partnership Working Group for the remainder of the Council’s term until the position is reviewed following the May 2017 County Council elections.

SELECTION AND MEMBER SERVICES COMMITTEE

MINUTES of a meeting of the Selection and Member Services Committee held in the Council Chamber, Sessions House, County Hall, Maidstone on Thursday, 25 May 2017.

PRESENT: Mrs A D Allen, MBE, Mr P B Carter, CBE, Mr M C Dance, Mrs T Dean, MBE, Mr D Farrell, Mr E E C Hotson and Mr J D Simmonds, MBE

IN ATTENDANCE: Mr J Lynch (Head of Democratic Services)

UNRESTRICTED ITEMS

1. Election of Chairman

(Item 3)

(1) It was duly proposed and seconded that Mrs A Allen be elected Chairman of the Committee.

(2) RESOLVED that Mrs A Allen be elected Chairman of the Committee.

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By: Eric Hotson, Cabinet Member for Corporate and Democratic Services
John Lynch, Head of Democratic Services

To: Selection and Member Services Committee – 21 June 2017

Subject: Member Development

Summary: This report invites the Committee to re-constitute The Member Development Steering Group, approve the Member Development Policy and consider whether it should be recommended to the County Council for approval and note that assessment for Member Development Charter Plus status will take place on 28 September 2017.

1. Introduction

The County Council has a very good track record in supporting all Members and providing every opportunity for personal development in assisting the member to discharge their role as a councillor.

2. Member Development Policy

- (1) Attached as Appendix 1 is the Member Development Policy which was considered by the former Member Development Steering Group at its meeting on 20 September 2016.
- (2) The Committee is asked to approve the Policy and consider whether it should be recommended to the County Council for approval.

3. Member Development Steering Group

- (1) The establishment of a cross party Member Development Steering Group to advise the Cabinet Member for Corporate and Democratic Services and this Committee on member development has served the Council well for a number of years.
- (2) It is therefore recommended that a cross party Member Development Steering Group is established comprising a group of Members drawn from all the political groups where Members have expressed or shown an interest in member development

4. Member Development Charter Plus – Re- accreditation

- (1) Prior to the election the former Cabinet Member for Corporate and Democratic Services approved the County Council seeking re-accreditation for the Member Development Charter Plus award. The County Council will be assessed for Charter Plus by an Assessment Team who will be here for one day on Thursday 28 September 2017. The Member Development Steering

Group for the former County Council has led on this process on behalf of the Council reporting periodically to this Committee.

- (2) If the assessment is successful the award of Member Development Charter Plus Statues will be for a three year period until September 2020

3. Member Development and Induction

- (1) The Committee will be pleased to note that the feedback from both new and returning Members of the County Council on the induction programme developed by this Committee following the election of the new County Council has been very positive.
- (2) The programme reflected the views of Members of the former County Council expressed in one to one discussions on their experience with regards to induction and member development when they first joined the County Council.
- (3) Members have been very engaged in the briefing and development opportunities made available to them in the first six weeks of this new Council and attendance at these events has been very good.

4. E Induction Programme and Member KNet Area

- (1) Prior to the election, the Member Development Steering Group also refreshed the e-induction programme for Members covering the core issues Members need to be aware of to perform their role.
- (2) This is available in the KNet Member which was also refreshed by the Cabinet Member for Corporate and Democratic Services following the advice of the Member Development Steering Group.

5. Recommendation

The Committee is asked to:

- (a) Agree the Member Development Policy and determine whether it should be recommended to the County Council for approval;
- (b) Reconstitute the cross party Member Development Steering Group;
- (c) Note that the County Council will be re-assessed for the Member Development Charter Plus on Thursday 28 September 2017

Paul D Wickenden
Democratic Services Manager (Members)
Tel: 03000 416836
E Mail: paul.wickenden@kent.gov.uk

13 June 2017

Background Documents: None

KENT COUNTY COUNCIL
ELECTED MEMBER DEVELOPMENT
POLICY STATEMENT



INTRODUCTION

This Policy Statement is a key part of our commitment to providing development opportunities for Elected Members to enable them to effectively fulfil their role/s, now and in the future.

The Council has attained the South East Charter Plus for Elected Member Development and is fully committed to the principles of the Charter.

The Member Development Steering Group is committed to working with elected Members and partners to enshrine the principles of the Member Development Charter Plus.

PRINCIPLES/STANDARDS

The Council is committed to:

- Developing elected Members to assist them fulfil their responsibilities to the local community, provide clear leadership and contribute to the achievement of the Council's aims and objectives.
- Equality of opportunity and access to training and development for all Members.
- Assessment for Members through an annual review of activity and ongoing development needs analysis.
- Ensuring adequate resources are available to meet Members' knowledge, training and development requirements.
- Working in partnership with other local authorities and other organisations in the development and delivery of training for Members where appropriate.
- Using varied and innovative methods of delivering training and development that make the best use of technology and meet the personal needs of Members.
- Defining general and specific essential training and development requirements relating to the role/s of Members.
- Evaluating the impact and added value of training and development activity at an individual and organisational level.

PURPOSE OF ELECTED MEMBER DEVELOPMENT

The purpose of elected Member Development is to ensure Members have the knowledge, skills and behaviours they need to effectively undertake their role.

We will achieve this through a programme that:

- Develops Members' knowledge and awareness of local and national issues and legislation
- Develops Members' skills and behaviours across a range of areas including personal development; leadership, political and communication skills and ICT
- Provides opportunities to network with each other, other local authorities and partners
- Provides internal and external mentoring support

INDUCTION

A comprehensive induction will be provided for all Members following County Council elections and by-elections. The programme will be developed in conjunction with the Member Development Steering Group and include:

- Knowledge based learning
- Skill based learning
- E learning
- Community issues including leadership, planning and public engagement
- Regulatory functions
- Scrutiny
- The role of the elected Member as a corporate parent
- Dedicated half day member briefings

Both Member and Officer Mentors will be provided to support all County Councillors who have been elected for the first time.

MANAGEMENT

Each political group will nominate Members to act as 'Member development' champions for the group and serve on the Member Development Steering Group. The Council will nominate officers as members of the Member Development Steering Group

Reporting to the Selection and Member Services Committee the Member Development Steering Group will have responsibility for approving the annual development programme and providing a steer for future requirements (see Annex 1 for full Terms of Reference).

EVALUATION

All training and development events for members will be evaluated through individual feedback, achievement of planned outcomes and the overall contribution to the achievement of the council's aims and objectives.

The completion by Members of Personal Development Plans informs the preparation of the Member Development Programme and Briefing programmes.

Regular reports will be presented to the Member Development Steering Group to enable the information to inform future planning of programmes and events. An annual report will be presented to County Council.

By: Eric Hotson, Cabinet Member for Corporate and Democratic Services
Ben Watts, General Counsel

To: Selection and Member Services Committee – 21 June 2017

Subject: Appointments to Outside Bodies and appointment of Parent Governor Representatives

Summary: To make appointments and nominations on behalf of the Council of representatives to serve on various outside bodies and also to appoint Parent Governor representatives onto the Scrutiny Committee.

1. Introduction

(1) The Committee is charged with making appointments to outside bodies on behalf of the County Council. The Local Government and Housing Act 1989 political proportionality principles do not apply to these appointments, but in recent years it has been the County Council's convention that appointments should be shared between the political groups on, so far as possible, a proportional basis.

(2) Three tables have been produced listing outside bodies to which the County Council makes appointment which form the **Appendices** to this report. Places that have already been filled following the County Council meeting on 25 May are identified in bold. The breakdown is:

- (a) County-wide bodies (**Appendix 1**) (to follow)
- (b) local bodies (**Appendix 2**) (to follow)
- (c) appointments to be made by the Leader (**Appendix 3**) (to follow)

(3) In the case of certain Local Government Association bodies, the Committee will also need to decide the allocation of votes between the Council's representatives.

2. Chilmington Green Community Trust

(1) As reported to the Committee on 1 March 2017 the Chilmington Green Community Trust is being established which will manage many of the community assets. This Committee previously appointed the local Member, Mr Simkins, as the KCC representative to serve on the Partnership Working Group (which was established as a precursor to the formal Trust). The Committee are requested to nominate Mr Simkins as the local County Member for Chilmington Green as the County Council appointed trustee director on the Chilmington Green Community Trust.

3. ACCESS Joint Committee

(1) In order to comply with the Governments requirement for pooling of Local Government Scheme investments, the County Council agreed at its

meeting on 16 March 2017 to be part of ACCESS (A Collaboration of Central, Eastern and Southern Shires) consisting of Cambridgeshire, Kent, East Sussex, Norfolk, Essex, Northamptonshire, Hampshire, Suffolk, Hertfordshire West Sussex and the Isle of Wight.

(2) The ACCESS agreement requires one Member serving on the Superannuation Fund Committee of each of the 11 constituent Local Authorities to form the ACCESS Joint Committee. It is recommended that this Member should be the Chairman of the Superannuation Fund Committee.

4. Pension Board

(1) The County Council, at its meeting on 26 March 2015, fulfilled its legal requirement to establish a Pension Board

(2) The Board consists of 8 members (4 Employee representatives and 4 Employer representatives). KCC is able to appoint 2 Members to the Board, who cannot be members of the Superannuation Fund Committee and one of whom will be the Chairman of the Board.

(3) It is recommended that Mrs Crabtree (Deputy Cabinet Member for Finance) be appointed the Chairman of the Board and Mrs Binks be appointed as the second KCC representative.

5. Parent Governor Representatives

(1) The Local Government Act 2000 requires the County Council to appoint Parent Governor Representatives to serve on the Scrutiny Committee (when education matters are discussed). In accordance with the Constitution (Appendix 2 Part 2) two Parent Governor Representatives in total are appointed for a four year term.

(2) Nominations were sought from all Parent Governors at schools in the Kent LEA area. Only two nominations were forthcoming by the stated closing date, so no election was needed on this occasion. The only self-nominations received were from Mr Kristian Garsed, from Faversham and Mr Abhijit Roy, from Dartford.

(3) The supporting statements of Mr Garsed and Mr Roy are available on request.

6. Recommendations

The Committee is asked to:

(a) consider and make appointments and nominations on behalf of the Council of representatives to serve on various outside bodies as set out in **Appendices 1 and 2**, including the appointment of Mr Simkins to the Chilmington Green Community Trust ;

(b) note the appointments made by the Leader in Appendix 3

(c) approve the appointment of the Chairman of the Superannuation Fund Committee as KCC representative on the ACCESS Joint Committee (paragraph 3 refers)

(d) confirm the nomination of Mrs Crabtree as a KCC member and Chairman of the Pension Board and Mrs Binks as the second KCC representative (paragraph 4 refers)

(e) confirm the appointment of Mr Garsed and Mr Roy as Parent Governor representatives on the Scrutiny Committee for a four year term (paragraph 5 refers).

Contact:

John Lynch
Head of Democratic Services
John.lynch@kent.gov.uk 03000 416647

Background documents -

Chilmington Green Community Trust - report to [Selection and Member Services Committee – 1 March 2017](#)

ACCESS - Report to [County Council 16 March 2017](#)

Pension Board – Report to [County Council 26 March 2015](#)

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