

SELECTION AND MEMBER SERVICES COMMITTEE

Wednesday, 30th September, 2020

2.30 pm

Online





AGENDA

SELECTION AND MEMBER SERVICES COMMITTEE

**Wednesday, 30 September 2020, at 2.30 pm
Online**

Ask for: **Andrew Tait**

Telephone: **03000 416749**

Membership (8)

Conservative (6): Mr B J Sweetland (Chairman), Mr M C Dance, Mr R W Gough, Mr E E C Hotson, Mr G Lymer and Mr C Simkins

Liberal Democrat (1): Mrs T Dean, MBE

Labour (1) Mr D Farrell

In response to COVID-19, the Government has legislated to permit remote attendance by Elected Members at formal meetings. This is conditional on other Elected Members and the public being able to hear those participating in the meeting. This meeting of the Committee will be streamed live and can be watched via the Media link on the Webpage for this meeting.

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 - 29 July 2020 (Pages 1 - 4)
- 4 Council Meetings Update - Presentation by General Counsel
- 5 Oral Update on Future of Selection and Member Services Committee
- 6 KCC Combined Member Grant (Pages 5 - 30)
- 7 Statutory and Proper Officers: Data Protection Officer (Pages 31 - 32)
- 8 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)

Benjamin Watts
General Counsel
03000 416814

Tuesday, 22 September 2020

KENT COUNTY COUNCIL

SELECTION AND MEMBER SERVICES COMMITTEE

MINUTES of a meeting of the Selection and Member Services Committee held in the Online on Wednesday, 29 July 2020.

PRESENT: Mr B J Sweetland (Chairman), Mr R H Bird (Substitute for Mrs T Dean, MBE), Mr M C Dance, Mr D Farrell, Mr R W Gough, Mr E E C Hotson, Mr G Lymer and Mr C Simkins

ALSO PRESENT: Mr A H T Bowles, Mr G Cooke, Mr B H Lewis, Mr R A Marsh and Mr P J Oakford

IN ATTENDANCE: Mr B Watts (General Counsel), Mr S Jones (Director of Highways, Transportation and Waste) and Mr A Tait (Democratic Services Officer)

UNRESTRICTED ITEMS

11. Minutes - 23 June 2020
(Item 3)

RESOLVED that the Minutes of the meeting held on 23 June 2020 are correctly recorded and that they be signed by the Chairman.

12. Future of the Selection and Member Services Committee
(Item 4)

(1) The General Counsel introduced the report, the purpose of which was to set out a draft proposal for expanding the work and remit of the Committee, aiming to achieve agreement on draft changes to the Committee's Terms of Reference for recommendation to the County Council, as well as on the areas of work that the Committee would like to see as regular items on its agenda.

(2) The General Counsel's report included an Appendix which set out the changes to the Committee's terms of Reference which would be needed in order for it to be given the remit to review Member Grants; set up and receive reports from a Member Development Sub-Committee; and to receive reports from Informal Member Working Groups where the outcomes of their work were not reported elsewhere.

(3) During discussion of this item, the following points and observations were made:-

(a) There should be a regular item on Member accommodation and New Ways of Working.

(b) The membership of the proposed Member Development Sub-Committee would need to be politically proportional. Its meetings would nevertheless be open to all Members to attend and contribute.

(c) There was no intention for the Selection and Member Services Committee Members to undertake all of the work of the Member Development Sub-Committee and the Informal Working Groups. The Committee's remit would be to consider on behalf of the County Council how the conclusions of these bodies should be progressed,

(4) RESOLVED that:-

- (a) the proposed changes to the Committee's Terms of Reference be recommended to the County Council;
- (b) the areas of work set out in the report as regular items on the agenda be agreed; and
- (c) the comments made during the meeting be noted.

13. Update on Council Meetings *(Item 5)*

(1) The General Counsel introduced the report which provided background information and advice around future planning for meetings during and beyond the restrictions put in place for the Coronavirus pandemic.

(2) The General Counsel's report included legal advice which was that it would remain unwise to hold a physical meeting, whether hybrid or not, unless there was a real need to do so which could not be met by remote meeting. Even if there was a real need of this nature, the number of people meeting physically should be kept as low as possible and that any meeting would need to be carefully risk assessed. The equalities implications of any such meeting would need to be considered including the equalities impact on those attending the meeting as Members/Presenters, those supporting the meeting as well as the public.

(3) The General Counsel referred to surveys conducted with Members and Officers in respect of holding physical meetings. The responses had indicated clear health and safety concerns, although there were areas such as Home to School Transport Appeals where Members in particular believed that there was a need to offer appellants the opportunity to put their case in person to a physical meeting of the Appeal Panel.

(4) During discussion of this item, it was agreed that the General Counsel would agree the content of a survey with the Chairman of Regulation Committee of parents who had appealed to the Home to School Transport Appeals Panel with the aim of ascertaining whether they would prefer to attend a physical meeting of the Panel, for their appeals to be considered virtually or by a paper-based exercise.

(5) RESOLVED that the report be noted and that:-

- (a) agreement be given for a full risk assessment to be carried out and circulated to all Members of the Council on the potential for formal meetings in the Council Chamber by 31 August 2020;

(b) the arrangements for meetings for the period from 30 September 2020 to 31 December 2020 be further discussed between the General Counsel and Members, including the Opposition Group Leaders, with a further paper being brought back to the Committee in September 2020; and

(c) the General Counsel be asked to agree the content of a survey with the Chairman of Regulation Committee of parents who have appealed to the Home to School Transport Appeals Panel with the aim of ascertaining whether they would prefer to attend a physical meeting of the Panel, for their appeals to be considered virtually or by a paper-based exercise.

14. Members' Allowances and Expenses 2019/20
(Item 6)

RESOLVED that the report be noted and that the allowances and expenses for 2019/20 detailed in Appendix A be published as required by the Local Authorities (Members' Allowances) (England) Regulations 2003.

15. KCC Combined Member Grants - Whitstable East and Herne Bay West Divisions
(Item 7)

1) The General Counsel informed the Committee of an additional proposal for a contribution of £1,000 to the Battle of Britain Memorial from the Combined Member Grant for the Whitstable East and Herne Bay West Division. This was agreed.

(2) RESOLVED that:-

a) approval be given to the proposal for the distribution of the Combined Member Grant for the Whitstable East and Herne Bay West Division as and when the need arises; and

b) approval be given to the following Combined Member Grant applications:-

(i) a minibus for a charity;

(ii) a Graffiti cover-up project;

(iii) a wildlife and environmental improvement project;

(iv) tree Planting on Bridgefield Road; and

(v) a contribution of £1,000 to the Battle of Britain Memorial.

16. Functions delegated by Members to Officers
(Item 8)

RESOLVED that the draft amendments to the Delegation Table set out in the report be recommended to the County Council for approval.

17. Robert Thompson Charities
(Item 9)

(1) The Democratic Services Officer introduced the report which responded to a request from the Chairman of Robert Thompson Charities to amend its membership provisions to read: “a person nominated by Kent County Council” rather than “the County Councillor for the Elham Division of Kent for the time being”.

(2) The Democratic Services Officer reported correspondence from Mr R Love and Miss S C Carey which explained that Saltwood Parish was entirely contained within the Cheriton, Sandgate and Hythe East Division.

(3) RESOLVED that the Robert Thompson Charities be advised that Kent County Council agrees to the revision of its Charitable Scheme so that its KCC representative is described as “a person nominated by Kent County Council” and that the General Counsel be given delegated powers to make the appointment once the views of Messrs Love and Whybrow have been sought.

By: Ben Watts, General Counsel
To: Selection and Member Services Committee – 30 September 2020
Subject: KCC Combined Member Grant
Classification: Unrestricted

Summary: The Committee is invited to comment on and consider the following report relating to two Combined Member Grant matters – Combined Member Grant for Whitstable East and Herne Bay West and The Battle of Britain Memorial Trust County-Wide Application.

1. Combined Member Grant for Whitstable East and Herne Bay West

- 1.1 At the Selection and Member Services Committee on 29 July 2020 a proposal was considered and agreed to provide judgement on the Combined Member Grant for the Whitstable East and Herne Bay West division.
- 1.2 To date one application has been received from the Whitstable Castle Trust.
- 1.3 The application relates to arboriculture work and a request for funding to remove some trees in their play area for safety reasons. The project is due to commence in November 2020.
- 1.4 The Member Hub have checked the application form and conducted the necessary checks. This has included ensuring that the Trust is properly constituted and that the breakdown of spend conforms with the Combined Member Grant guidelines.
- 1.5 As part of the application process applicants are asked to provide details of any permissions required to implement a project. In this application permissions were sought from Canterbury City Council to progress and no objections were forthcoming.
- 1.6 The total request for grant funding in relation to this application is £2,650.

2. The Battle of Britain Memorial Trust – County Wide Application

- 2.1 The Battle of Britain Memorial Trust applied to the Combined Member Grant Scheme for a project which was circulated to all Members and attracted a high number of Member approvals.

- 2.2 The application relates to the Trust's Scramble experience, which uses audio-visual effects, a video wall and other special techniques to show what it was like for the Few in the summer and early autumn of 1940. The Trust has requested funding to replace the five existing projectors to new digital projectors which will provide a longer service life, in turn contributing to lower running costs as well as enhance the visitor experience.
- 2.3 The funding will also contribute to installation and additional associated costs that the Trust have incurred to make the experience COVID-secure.
- 2.4 One question was raised by a Member in relation to the requirement to pay for the Scramble experience and questioned if it brought wide community benefit as a result of that. The Member Hub consulted the applicant and they confirmed that concessions applied and that all funds raised by paid entry to the experience were reinvested into the Trust for wider community benefit.
- 2.5 The Member Hub have checked the application form and conducted the necessary checks. This has included ensuring that the Trust is properly constituted and that the breakdown of spend conforms with the Combined Member Grant guidelines. Additionally, the Member Hub Team Leader has checked all Member approvals for allocation of their fund and any disclosures; of which there were none.
- 2.6 The Combined Member Grant guidelines requests that Members spend their grant in their division, but it is permissible for two or more Members to pool all or some of their funding towards larger projects that have a benefit across more than one electoral division.
- 2.7 The total request for grant funding in relation to this application is £51,000 and is supported by 58 Members.
- 2.8 The total amount falls outside of the delegated sign-off limits and would then proceed to the Cabinet Member for Communications, Engagement and People to consider approval. The Leader and members of Cabinet have all pledged support for the application and therefore in turn prevents them from considering the application. The pragmatic solution is to bring the application and the decision before the Committee to consider approval.

Recommendation:

The Committee is requested to:

- a) Consider and provide a judgement on the following Combined Member Grant application:
 - i. The Whitstable Castle Trust
 - ii. The Battle of Britain Memorial Trust – County Wide Application

Ben Watts
General Counsel
Tel No: 03000 416814
e-mail: benjamin.watts@kent.gov.uk

Appendices:

1. The Whitstable Trust Application
2. The Battle of Britain Memorial Trust Application
3. List of Member's Supporting

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Kent County Council Combined Member Grants Scheme Application Form 2020-2021

Unique Reference Number (for office use only):	
Adults / Arts / Children / Community Centres & Public Halls / Community Safety / Education / Environment / Highways / Libraries and Archives / PROW / Public Health / Sports / Youth	
Multiple Application Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Number of Members Supporting: ONE

Organisation Name:	THE WHITSTABLE CASTLE TRUST
Title of Project:	ARBORICULTURE WORK

Section One: Contact details (All correspondence will be via the primary contact)

Primary Applicant:

Contact name (Inc. title)		
Position in organisation / group:		
I am 18 years old or older:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

Correspondence Address:		
Postcode:		
Email address:		
Daytime telephone number:		

Senior Contact in your organisation / group:

The Senior Contact and Primary Applicant (above) must be two different and unrelated people

Contact name (Inc. title)		
Position in organisation / group:		
I confirm I am 18 years old or older:		
Email address:		
Daytime telephone number:		

Kent County Council Combined Member Grant Privacy Notice

To comply with UK and EU data protection laws, Kent County Council (the Data Controller) is required to explain what personal data (information) we hold about you, why we collect it and how we use and may share information about you.

What data we process and why: In order to process a KCC Combined Member Grant application, we need to collect and hold personal information about you so that we may contact you during the grant administration process, make a payment to you and monitor a project once it is completed. The information we need to administer a grant is your name, a telephone number, an office or residential address and an email address as well as your organisation's bank account details.

How we store your data: Your personal information will be held securely and retained electronically for seven years in line with national audit requirements, after which the information will be deleted. Your information will not be transferred outside of the European Economic Area (EEA).

Sharing your data: KCC will share personal information with law enforcement or other authorities, as required. KCC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud. If you provide false or inaccurate information in your application, or at any point in the life of any funding we award you, and fraud is identified, we will seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies to help prevent fraud and money laundering.

For further information about data protection and your rights under the EU General Data Protection Regulation please visit kent.gov.uk/privacy.

Which Kent County Council Members are supporting this grant application?

You must have discussed this application with the Kent County Council Member before submitting this form

Section Two: About your organisation / group

In this section, we want you to tell us more about your organisation / group. (We will ask you about the project you want funding for in Section Three.)

Organisation / Group Name:	
1. Is your organisation / group a Registered Charity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, please provide your charity number:	1126553
2. Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)? This must be in the name of the organisation / group that is applying, unless it is a school.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Before a conditional grant offer will be paid by KCC, you will need to provide evidence that your organisation is properly constituted. Can you supply one of these documents please?	<input checked="" type="checkbox"/> Memorandum & Articles of Association <input type="checkbox"/> Governing document, constitution, Companies House registration document, or set of rules?



3. What type of organisation / group are you?

Please select the options below that best describe your organisation / group:

Registered Charity	<input checked="" type="checkbox"/>	Community/Voluntary organisation	<input type="checkbox"/>	Sports organisation	<input type="checkbox"/>
Church / Faith group	<input type="checkbox"/>	Not for Profit Company	<input type="checkbox"/>	Parish / Town / District council	<input type="checkbox"/>
KCC Service	<input type="checkbox"/>	School/College/ Pre-school	<input type="checkbox"/>	Youth organisation	<input type="checkbox"/>

4. Has KCC funded any part of your work, or commissioned or procured services from you in the last three years? (Failure to declare this could result in your grant offer being withdrawn)

Yes No

If yes, please state the nature of the commissioned services and value of the contract or funding agreement, and the named Kent County Council contact.

N/A.

5. In the past three years has your organisation / group received a previous grant from the KCC Combined Member Grants scheme?

Yes No

If yes, please complete the information below

Project Ref/ Project Name	KCC Member Name(s)	Amount £	Date Received
DEFIBRILLATOR	MR DANCE MR. J. THOMAS	£1500	APRIL 2018

(Add more rows if necessary)

6. Has your organisation / group applied to any other funding bodies for grant support for this project? If yes, please complete the information below			Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Name of Organisation / Funder	Amount Applied for £	Amount Received £	Date Received / Anticipated	

(Add more rows if necessary)

7. If you have received any other funding for this project, please state below any terms / conditions attached to that funding that KCC should be aware of when considering this application

N/A.

8. Please explain what funding or other resources your own organisation / group is contributing to this project? This can include any volunteering hours, costed at minimum wage rate.

MAN HOURS / PLANS ETC IN ACCORDANCE WITH TREES
IN A CONSERVATION AREA (C.C.C.)
NEGOTIATION WITH ARBICULTURALISTS
SAFETY PROCEDURE IN PARK WITH STAFF
NOTIFICATION OF CLOSURE OF PLAY AREA
WITH COMMUNITY GROUPS



Section Three: About your project

In this section, we want to know what your project is (i.e. what you want the grant funding for), and how that project will benefit the local community and support Kent County Council's objectives.

9. 'Our focus is on improving lives by ensuring that every pound spent in Kent is delivering better outcomes for Kent's residents, communities and businesses' (Increasing Opportunities, Improving Outcomes: Kent County Council's Strategic Vision 2015-20).

Please explain how your project meets one or more of the following outcomes from KCC's strategic statement:

Strategic Outcome One: Children and young people in Kent get their best start in life

Increasing resilience and providing strong and safe environments to successfully raise children and young people	<input checked="" type="checkbox"/>	Keeping vulnerable families out of crisis and more children and young people out of care	<input type="checkbox"/>	Helping to close the attainment gap between disadvantaged young people and their peers	<input type="checkbox"/>
Helping to ensure all children, irrespective of their background are ready for school at 5	<input checked="" type="checkbox"/>	Helping children and young people have better physical and mental health	<input checked="" type="checkbox"/>	Helping children and young people to be engaged, thrive and achieve their potential through academic and vocational education	<input type="checkbox"/>
Supporting young people's ambitions with choices and access to work, education and training opportunities	<input type="checkbox"/>				

Strategic Outcome Two: Kent communities feel the benefits of economic growth by being in-work, healthy and enjoying a good quality of life

Improving physical and mental health by supporting people to take more responsibility for their own health and wellbeing	<input type="checkbox"/>	Supporting Kent business growth by having access to a well skilled local workforce with improved transport, broadband and necessary infrastructure	<input type="checkbox"/>	Benefitting Kent's communities from economic growth and lower levels of deprivation	<input type="checkbox"/>
Helping Kent's residents to enjoy a good quality of life, and more people benefit from greater social, cultural and sporting opportunities	<input type="checkbox"/>	Helping to protect and enhance Kent's physical and natural environments so they can be enjoyed by residents	<input type="checkbox"/>	Supporting well planned housing growth so Kent residents can live in the home of their choice	<input type="checkbox"/>

Strategic Outcome Three: Older and vulnerable residents are safe and supported with choices to live independently

Supporting those with long-term conditions to manage their conditions through access to good quality care and support	<input type="checkbox"/>	Supporting people with mental health issues and dementia to be assessed and treated earlier, and supporting them to live well	<input type="checkbox"/>	Providing access to the advice, information and support needed by families and carers of older and vulnerable people	<input type="checkbox"/>
Supporting social inclusion of older and vulnerable Kent residents	<input type="checkbox"/>	Helping more people to receive quality care at home, avoiding unnecessary admissions to hospital and care homes	<input type="checkbox"/>	Enabling health and social care systems to work together to deliver better community services	<input type="checkbox"/>
Helping residents to have a greater choice and control over the health and social care services they receive	<input type="checkbox"/>				

10. Please tell us about the need for this project and how it will benefit residents in the area that you are applying.

Make sure you fully explain the need for your project and provide evidence to back this up. Describe the problems / issues you have identified and explain how your project addresses them. Please also illustrate the Social Value of your project.

TREES ARE IN AND AROUND A PLAY AREA
USED BY HUNDREDS OF YOUNG CHILDREN
ANNUALLY
THESE TREES NOW NEED TO BE REMOVED
FOR SAFETY REASONS
THIS PLAY AREA ADJOINS A VIBRANT
PRE-SCHOOL



11. When will the project start? State month and year. We do not offer retrospective funding without exceptional prior agreement	November 2020.
12. Will your project be completed within six months from receipt of your grant? If No, please explain why below	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
N/A.	

Section Four: The cost of your project

In this section, we want to know how much grant funding you want and how it will be used.

13. What is the total cost of your project?	£ 3,228.00	
14. What is the total amount of grant funding you are seeking from KCC Members in this application?	£ 2,690.00 <i>not including VAT</i>	
15. Please complete this table with details of your total project spend		
Breakdown of Spend	Total Cost (£)	Amount Applying to KCC (£)
QUERCUS ILEX BY PERGOLA	£	
QUERCUS ILEX CAR PARK	£ 1995.00	
QUERCUS ILEX DRIVE PLAY PARK	£	
	£	
QUERCUS ILEX MIDDLE OF PLAY PARK	£ 695.00	
VAT	£ 538.00	
	£	
Total:	£ 3,228.00	£ 2,690.00

(Add more rows if necessary)

VAT

You may need to pay VAT on purchases you make as part of your project; you must only include VAT in the amount you request from us if you cannot claim it back from HMRC

Section Five: Other Information

In this section, we want to know how your organisation / group will publicise the project, and if there is anything else that we should know about the project.

16. Please use the space below for any other information that is relevant to this application (eg confirmation that any necessary planning / landlord permission, or delegated authority, is in place/details of relevant policies in place e.g. safeguarding policy/DBS checks).

N/A.

17. If your application is successful, please explain what publicity is planned, and how you will give recognition of the support provided by KCC and the local County Member(s) in relation to this project.

PROJECT PROMOTED THROUGH LOCAL SOCIAL MEDIA

18. Do you need a copy of the KCC logo to use in your publicity?

Yes

No

Section Six: Declaration and agreement

- I confirm that I am authorised to sign this application on behalf of the organisation/group. The information provided in this application is correct to the best of my knowledge.
- I agree that the organisation/group will adhere to up-to-date safeguarding policies relating to any work with children, young people and/or vulnerable adults.
- I understand that, if any false or inaccurate information is provided in this application, or at any point in the life of any grant funding awarded, or if any fraud is identified, the County Council will actively seek recovery of the grant, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.
- I agree that the organisation/group accepts, and will abide by, the full terms and conditions and the monitoring requirements of the Kent County Council Combined Member Grants Scheme (as set out in the Guidelines).
- I confirm that I have read and understood the Privacy Notice in Section One of this application form.
- I agree that a summary of the project and the funding awarded can be published on the KCC website.

Name:

Position in the organisation:

Date:

13.7.2020

Please return this form to:

Member Hub Support Officer email:
KCC Combined Member Grant Scheme,
Kent County Council
Member's Desk, Sessions House, County Hall, Maidstone, Kent. ME14 1XQ

For Office Use Only – Combined Member Grants Scheme Agreement Form

Subject: Allocation of Combined Member Grants – 2020-2021

District:

Application details

Organisation / Group:

Project:

Amount requested: £

FOR COMPLETION BY THE LOCAL KCC MEMBER:

I would like to support this project and would like to recommend a grant of: £

OR I do not wish to support this project for the following reason:

Reason(s):

I am aware of a disclosable pecuniary interest (DPI) or other significant interest (OSI) relating to this application. Please tick/delete as appropriate. Yes No

If Yes, please state the nature of the interest(s) below.

Nature of Interest(s):

Recommendation by the Local KCC Member:

I (have declared above) / (do not have) any disclosable pecuniary interest (DPI) or other significant interest (OSI) relating to this application. I recommend and agree the above allocation from my delegated KCC Combined Member Grants scheme and the community benefit that it will bring in my Division / District / Kent (as set out on this application form):

Member's
signature:

Date:

Name:

Division:

For completion by the Member Hub Support Officer (MHSO):

I am aware of a disclosable pecuniary interest (DPI) or other significant interest (OSI) relating to this application. Please tick/delete as appropriate. Yes No

If Yes, please state the nature of the interest(s) below.

Nature of Interest(s):

Name & signature:

Date:

Comment/Referred to
Manager: Yes No Countersignature if
MHSO declares an
Interest:

Date:

Cabinet Member / Senior Officer approval:

I approve the allocation of £ under the KCC Combined Member Grants scheme

Signature:

Date:

Name:

Position
within KCC:

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Kent County Council Combined Member Grants Scheme Application Form 2020-2021

Unique Reference Number (for office use only):	
Adults / Arts / Children / Community Centres & Public Halls / Community Safety / Education / Environment / Highways / Libraries and Archives / PROW / Public Health / Sports / Youth	
Multiple Application Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Number of Members Supporting: 58

Organisation Name:	The Battle of Britain Memorial Trust CIO
Title of Project:	80 th Anniversary Appeal – Laser Projectors

Section One: Contact details (All correspondence will be via the primary contact)

Primary Applicant:

Contact name (<i>Inc. title</i>)	██
Position in organisation / group:	██████████
I am 18 years old or older:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Correspondence Address:	██
Postcode:	██████████
Email address:	██
Daytime telephone number:	██████████-██████████

Senior Contact in your organisation / group:

The Senior Contact and Primary Applicant (above) must be two different and unrelated people

Contact name (<i>Inc. title</i>)	██
Position in organisation / group:	██████████
I confirm I am 18 years old or older:	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Email address:	██
Daytime telephone number:	██████████

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What data we process and why: In order to process a KCC Combined Member Grant application, we need to collect and hold personal information about you so that we may contact you during the grant administration process, make a payment to you and monitor a project once it is completed. The information we need to administer a grant is your name, a telephone number, an office or residential address and an email address as well as your organisation's bank account details.

How we store your data: Your personal information will be held securely and retained electronically for seven years in line with national audit requirements, after which the information will be deleted. Your information will not be transferred outside of the European Economic Area (EEA).

Sharing your data: KCC will share personal information with law enforcement or other authorities, as required. KCC must protect public funds and may use personal information and data-matching techniques to detect and prevent fraud. If you provide false or inaccurate information in your application, or at any point in the life of any funding we award you, and fraud is identified, we will seek recovery of the awarded grant funding, and will provide details to fraud prevention agencies to help prevent fraud and money laundering.

For further information about data protection and your rights under the EU General Data Protection Regulation please visit kent.gov.uk/privacy.

Which Kent County Council Members are supporting this grant application?

You must have discussed this application with the Kent County Council Member before submitting this form

County-wide application

Section Two: About your organisation / group

In this section, we want you to tell us more about your organisation / group. (We will ask you about the project you want funding for in Section Three.)

Organisation / Group Name:	
1. Is your organisation / group a Registered Charity?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
If yes, please provide your charity number:	1169005
2. Do you have a bank account, which requires two unrelated people to authorise cheques and make withdrawals (including debit card or internet purchases and cash withdrawals)? This must be in the name of the organisation / group that is applying, unless it is a school.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Before a conditional grant offer will be paid by KCC, you will need to provide evidence that your organisation is properly constituted. Can you supply one of these documents please?	<input type="checkbox"/> Memorandum & Articles of Association <input checked="" type="checkbox"/> Governing document, constitution, Companies House registration document, or set of rules?



3. What type of organisation / group are you?					
Please select the options below that best describe your organisation / group:					
Registered Charity	<input checked="" type="checkbox"/>	Community/Voluntary organisation	<input type="checkbox"/>	Sports organisation	<input type="checkbox"/>
Church / Faith group	<input type="checkbox"/>	Not for Profit Company	<input type="checkbox"/>	Parish / Town / District council	<input type="checkbox"/>
KCC Service	<input type="checkbox"/>	School/College/ Pre-school	<input type="checkbox"/>	Youth organisation	<input type="checkbox"/>

4. Has KCC funded any part of your work, or commissioned or procured services from you in the last three years? (Failure to declare this could result in your grant offer being withdrawn)	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
If yes, please state the nature of the commissioned services and value of the contract or funding agreement, and the named Kent County Council contact.		

5. In the past three years has your organisation / group received a previous grant from the KCC Combined Member Grants scheme?	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
If yes, please complete the information below			
Project Ref/ Project Name	KCC Member Name(s)	Amount £	Date Received

(Add more rows if necessary)

6. Has your organisation / group applied to any other funding bodies for grant support for this project? If yes, please complete the information below		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Name of Organisation / Funder	Amount Applied for £	Amount Received £	Date Received / Anticipated

(Add more rows if necessary)

7. If you have received any other funding for this project, please state below any terms / conditions attached to that funding that KCC should be aware of when considering this application

Exactly a year ago, in anticipation of the 80th Anniversary of the start of the Battle of Britain on 10 July 2020, the Battle of Britain Memorial Trust launched its 80th Anniversary Appeal, see attached, to raise £250,000. To date the Trust has received donations from several private individuals which have enabled the completion of the Biggin Hill gates and wall, the propeller blades which will be installed shortly. The improvements to the sound quality in the Geoffrey Page Centre have recently been completed. The two remaining projects are related to the Scramble Experience. The current projectors are now five years old and need to be replaced with up to date laser projectors to reduce running costs at a cost of some £40,000. There is also a need to introduce a second video to illustrate the Battle. For this application the Trust would like a grant to support the purchase of replacement projectors, see attached estimate.

8. Please explain what funding or other resources your own organisation / group is contributing to this project? This can include any volunteering hours, costed at minimum wage rate.

At present none. However, Trust funds could be committed if the grant applied for has a small shortfall.

Section Three: About your project

In this section, we want to know what your project is (i.e. what you want the grant funding for), and how that project will benefit the local community and support Kent County Council's objectives.

9. 'Our focus is on improving lives by ensuring that every pound spent in Kent is delivering better outcomes for Kent's residents, communities and businesses' (Increasing Opportunities, Improving Outcomes: Kent County Council's Strategic Vision 2015-20).

Please explain how your project meets one or more of the following outcomes from KCC's strategic statement:

Strategic Outcome One: Children and young people in Kent get their best start in life

Increasing resilience and providing strong and safe environments to successfully raise children and young people	<input type="checkbox"/>	Keeping vulnerable families out of crisis and more children and young people out of care	<input type="checkbox"/>	Helping to close the attainment gap between disadvantaged young people and their peers	<input type="checkbox"/>
Helping to ensure all children, irrespective of their background are ready for school at 5	<input type="checkbox"/>	Helping children and young people have better physical and mental health	<input type="checkbox"/>	Helping children and young people to be engaged, thrive and achieve their potential through academic and vocational education	<input checked="" type="checkbox"/>
Supporting young people's ambitions with choices and access to work, education and training opportunities	<input type="checkbox"/>				

Strategic Outcome Two: Kent communities feel the benefits of economic growth by being in-work, healthy and enjoying a good quality of life

Improving physical and mental health by supporting people to take more responsibility for their own health and wellbeing	<input type="checkbox"/>	Supporting Kent business growth by having access to a well skilled local workforce with improved transport, broadband and necessary infrastructure	<input type="checkbox"/>	Benefitting Kent's communities from economic growth and lower levels of deprivation	<input type="checkbox"/>
Helping Kent's residents to enjoy a good quality of life, and more people benefit from greater social, cultural and sporting opportunities	<input checked="" type="checkbox"/>	Helping to protect and enhance Kent's physical and natural environments so they can be enjoyed by residents	<input type="checkbox"/>	Supporting well planned housing growth so Kent residents can live in the home of their choice	<input type="checkbox"/>

Strategic Outcome Three: Older and vulnerable residents are safe and supported with choices to live independently

Supporting those with long-term conditions to manage their conditions through access to good quality care and support	<input type="checkbox"/>	Supporting people with mental health issues and dementia to be assessed and treated earlier, and supporting them to live well	<input type="checkbox"/>	Providing access to the advice, information and support needed by families and carers of older and vulnerable people	<input type="checkbox"/>
Supporting social inclusion of older and vulnerable Kent residents	<input type="checkbox"/>	Helping more people to receive quality care at home, avoiding unnecessary admissions to hospital and care homes	<input type="checkbox"/>	Enabling health and social care systems to work together to deliver better community services	<input type="checkbox"/>
Helping residents to have a greater choice and control over the health and social care services they receive	<input type="checkbox"/>				



10. Please tell us about the need for this project and how it will benefit residents in the area that you are applying.

Make sure you fully explain the need for your project and provide evidence to back this up. Describe the problems / issues you have identified and explain how your project addresses them. Please also illustrate the Social Value of your project.

The Battle of Britain Memorial is a Kent based national memorial which attracts local, county, UK wide and international visitors throughout the year to tell the story of this nation's victory in the Battle of Britain. A victory which was to result in the invasion of Europe in June 1944 to free it from NAZI tyranny.

The Mission Statement, The Battle of Britain Memorial Trust

The Battle of Britain Memorial Trust is dedicated to preserving the memory of the men and women who took part in the Battle of Britain, commemorating their achievements and sacrifice. The Trust sets out to educate the public of the unique nature of the Battle of Britain and ensure that future generations are aware of the importance of this event and its place in history.

The National Memorial to the Battle of Britain at Capel-le-Ferne in Kent is a lasting reminder to all those who fought in the Battle of Britain and those who were affected by it. It is a place for reflective contemplation, reverence and respect. The Memorial provides its visitors with a site both for commemoration and education."

Objects of the Trust CIO

"To advance education in and understanding of the contributions made by aircrew from the UK and Commonwealth and Allied countries who flew operationally under RAF Fighter Command in the Battle of Britain between July 10 and October 31 1940, through the provision of a memorial, visitor centre and such other attractions and commemorative media as may be deemed appropriate. In addition, to support the surviving members of those aircrew and their descendants in preserving the name of the Battle of Britain Fighter Association in perpetuity."

About the Project

The Scramble experience, now five years old, uses audio-visual effects, a video wall and other special techniques to show something of what it was like for the Few in the summer and early autumn of 1940. While it continues to attract plaudits from visitors, we now need a second film and to update some of the hardware. Replacing the five projectors with new digital projectors, for example, will give them a longer service life and significantly lower running costs, while also enhancing the Scramble experience.

11. When will the project start? State month and year. We do not offer retrospective funding without exceptional prior agreement	As soon as the funding is in place with a target date of 15 September 2020
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12. Will your project be completed within six months from receipt of your grant? If No, please explain why below	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

Section Four: The cost of your project

In this section, we want to know how much grant funding you want and how it will be used.

13. What is the total cost of your project?	£51,024.33	
14. What is the total amount of grant funding you are seeking from KCC Members in this application?	£51,000	
15. Please complete this table with details of your total project spend		
Breakdown of Spend	Total Cost (£)	Amount Applying to KCC (£)
Quotation attached		
Projector upgrade, which includes: <ul style="list-style-type: none"> - Projector - Lens - Fans - Fan Speed Controller - Fan Power Supply - Rigging Allowance 	£36,027.00	£36,027.00
Services: <ul style="list-style-type: none"> - Product engineering - On-site installation - Commissioning - Travel, accommodation & other labour costs 	£6,378.00	£6,378.00
VAT Total	£8,481.00	£8,481.00
PPE (invoice attached)	£138.33	£114
Total:	£51,024.33	51,000

(Add more rows if necessary)

VAT

You may need to pay VAT on purchases you make as part of your project; you must only include VAT in the amount you request from us if you cannot claim it back from HMRC

Section Five: Other information

In this section, we want to know how your organisation / group will publicise the project, and if there is anything else that we should know about the project.

16. Please use the space below for any other information that is relevant to this application (eg confirmation that any necessary planning / landlord permission, or delegated authority, is in place/details of relevant policies in place e.g. safeguarding policy/DBS checks).

17. If your application is successful, please explain what publicity is planned, and how you will give recognition of the support provided by KCC and the local County Member(s) in relation to this project.

The project would be publicised on all media platforms including social. In addition to media releases a formal "unveiling" of the new projectors would be arranged.

18. Do you need a copy of the KCC logo to use in your publicity?

Yes

No

Section Six: Declaration and agreement

- I confirm that I am authorised to sign this application on behalf of the organisation/group. The information provided in this application is correct to the best of my knowledge.
- I agree that the organisation/group will adhere to up-to-date safeguarding policies relating to any work with children, young people and/or vulnerable adults.
- I understand that, if any false or inaccurate information is provided in this application, or at any point in the life of any grant funding awarded, or if any fraud is identified, the County Council will actively seek recovery of the grant, and will provide details to fraud prevention agencies, to prevent fraud and money laundering.
- I agree that the organisation/group accepts, and will abide by, the full terms and conditions and the monitoring requirements of the Kent County Council Combined Member Grants Scheme (as set out in the Guidelines).
- I confirm that I have read and understood the Privacy Notice in Section One of this application form.
- I agree that a summary of the project and the funding awarded can be published on the KCC website.

Name: [REDACTED]	Position in the organisation: [REDACTED]
Signature: (or print name if returning by email) [REDACTED]	Date: 8 July 2020

Please return this form to:

Member Hub Support Officer email:
KCC Combined Member Grant Scheme,
Kent County Council
Member's Desk, Sessions House, County Hall, Maidstone, Kent. ME14 1XQ

For Office Use Only – Combined Member Grants Scheme Agreement Form

Subject: Allocation of Combined Member Grants – 2020-2021			
District:			
Application details			
Organisation / Group:			
Project:			
Amount requested:		£	
FOR COMPLETION BY THE LOCAL KCC MEMBER:			
I would like to support this project and would like to recommend a grant of:			£
<u>OR</u> I do not wish to support this project for the following reason:			
Reason(s):			
I am aware of a disclosable pecuniary interest (DPI) or other significant interest (OSI) relating to this application. Please tick/delete as appropriate.			Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please state the nature of the interest(s) below.			
Nature of Interest(s):			
Recommendation by the Local KCC Member:			
I (have declared above) / (do not have) any disclosable pecuniary interest (DPI) or other significant interest (OSI) relating to this application. I recommend and agree the above allocation from my delegated KCC Combined Member Grants scheme and the community benefit that it will bring in my Division / District / Kent (as set out on this application form):			
Member's signature:		Date:	
Name:		Division:	
For completion by the Member Hub Support Officer (MHSO):			
I am aware of a disclosable pecuniary interest (DPI) or other significant interest (OSI) relating to this application. Please tick/delete as appropriate.			Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes, please state the nature of the interest(s) below.			
Nature of Interest(s):			
Name & signature:		Date:	Comment/Referred to Manager: Yes <input type="checkbox"/> No <input type="checkbox"/>
Countersignature if MHSO declares an Interest:		Date:	
Cabinet Member / Senior Officer approval:			
I approve the allocation of		£	under the KCC Combined Member Grants scheme
Signature:		Date:	
Name:		Position within KCC:	

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**The Battle of Britain Memorial Trust – County Wide Application
Supporting Members**

Mike Angell	£1000
Charlie Simkins	£1000
Paul Bartlett	£1000
Clair Bell	£1000
Mike Hill	£750
Michael Northey	£1000
Mark Dance	£1000
Robert Thomas	£1000
Andrew Cook	£500
Ian Thomas	£1000
Alan Marsh	£1200
Ann Allen	£500
Jan Ozog	£1000
Penny Cole	£500
Nigel Collor	£500
Derek Murphy	£1000
Steve Manion	£1000
Geoff Lymer	£100
Trevor Bond	£1000
Sue Chandler	£500
Pauline Beresford	£500
Susan Carey	£500
Dick Pascoe	£1000
Rory Love	£1500
Tony Hills	£1000
David Monk	£1000
Alan Ridgers	£500
Diane Marsh	£500
Eric Hotson	£1000
Shellina Prendergast	£1000
Paul Carter	£750
Dan Daley	£1000
Paul Cooper	£1000
Gary Cooke	£750
Nick Chard	£1000
David Brazier	£200
Peter Lake	£250
Roger Gough	£1000
Margaret Crabtree	£1000
Andrew Bowles	£1000
John Wright	£500
Ken Pugh	£1000
Andy Booth	£500
Mike Whiting	£500
Rosalind Binks	£1000

Lesley Game	£1000
Emma Dawson	£1000
Paul Messenger	£1000
Richard Long	£500
Matthew Payne	£500
Matthew Balfour	£1000
Peter Homewood	£1000
Harry Rayner	£3000
Peter Oakford	£1000
Paul Barrington-King	£1000
James McInroy	£1000
Sarah Hamilton	£2000
Catherine Rankin	£500

From: Ben Watts, General Counsel

To: **Selection and Member Services Committee –
30 September 2020**

Subject: Statutory and Proper Officers: Data Protection Officer

Classification: **Unrestricted**

Summary:

The purpose of this report is to ask the Selection and Member Services Committee to recommend formally recording the position of the General Counsel as Data Protection Officer for Kent County Council in the Constitution.

Recommendation:

That the Selection and Member Services Committee recommend to County Council that it approves the proposed changes to the Constitution.

1. Introduction

- a) The General Data Protection Regulation (GDPR) as enacted through the Data Protection Act 2018 requires Kent County Council (KCC) to nominate a Data Protection Officer (DPO).
- b) In a report to the Policy and Resources Cabinet Committee on 16 March 2018, Members were informed of this upcoming change and that I would be taking on the role of Data Protection Officer as it effectively replaced the role of Senior Information Risk Officer (SIRO) that I exercised at the time. The role of SIRO continues, and is exercised by David Whittle.
- c) This delegation was not formally captured in the Constitution. Doing so would ensure the DPO is readily identifiable. Recording it in the Constitution will also enable me to delegate parts of the work or function of the DPO more easily where appropriate. I will of course remain accountable where this is the case.

2. The Proposed Changes

- a) New section to be added the list of Statutory and Proper Officers list, Appendix to the Constitution as below:

Table: Proposed new section: Data Protection Act 2018

Section	Purpose	Officer
69	Designation of a Data Protection Officer	General Counsel

3. Recommendation:

That the Selection and Member Services Committee recommend to County Council that it approves the proposed changes to the Constitution.

4. Background Documents

None.

5. Contact details

Ben Watts, General Counsel

03000 416814

benjamin.watts@kent.gov.uk