

SELECTION AND MEMBER SERVICES COMMITTEE

Thursday, 19th November, 2020

2.30 pm

Online





AGENDA

SELECTION AND MEMBER SERVICES COMMITTEE

Thursday, 19 November 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 Eric Hotson, Mr G Lymer and Mr C Simkins

Liberal Democrat (1): Mrs T Dean, MBE

Labour (1) Mr D Farrell

Webcasting Notice

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 Terms of Reference of the Committee
To note the Terms of Reference agreed by the County Council on 10 September 2020.

Selection and Member Services Committee

Membership: 8 Members - Conservative: 6, Liberal Democrat: 1,
Labour: 1

This Committee is responsible for:

- (a) developing the role of Members, particularly within their local community,
- (b) keeping the Constitution under review and making recommendations to Council on any changes that may be required,
- (c) when asked by the Executive, contributing where appropriate to the development of the Council's response to developments in government policy impacting local democracy as a whole (e.g. local government reform),
- (d) keeping the Committee structure under review and making recommendations to Council as and when necessary on the number, names, terms of reference, size and political proportionality of Committees,
- (e) making recommendations to Council as and when necessary on the political proportionality of the Council's representation on other authorities, joint Committees and partnership bodies,
- (f) the removal of Local Authority Governors to school governing bodies,
- (g) the removal of Local Authority nominees to the Management Committees of Pupil Referral Units (PRUs),
- (h) the removal of Local Authority governors to Academies,
- (i) for making or arranging the following appointments and nominations:
 - i. Parent Governor Members of Council Committees,
 - ii. independent appeal Panels (school admissions and exclusions),
 - iii. independent members of Social Services Complaints Review Panels,
 - iv. the selection Panel for the Independent Person and members of the Member Remuneration Panel,
 - v. any other non-Council Members on Council Committees,
- (j) making appointments and nominations on behalf of the Council to serve on outside bodies (except those needing to be made by the Leader in connection with a delegation by them of their functions, the list of those appointments to be agreed between the Leader and the Committee from time to time),
- (k) monitoring expenditure on Members allowances, expenses, services, and any Members' Grants Schemes.

- (l) overseeing all Member accommodation, facilities and support services, including conferences, training, secretarial and other Officer support, and making recommendations to the relevant Cabinet Member, as appropriate,
- (m) agreeing arrangements for Member attendance at conferences,
- (n) determine requests from a lead petitioner for a review of the Council's response to a petition in accordance with Petition Scheme.
- (o) to receive reports from the Committee's Member Development Sub-Committee.
- (p) to receive reports from informal Member Working Groups where they do not report elsewhere.

4 Terms of Reference of the Member Development Sub-Committee

To note the Terms of Reference of the Member Development Sub-Committee agreed by the County Council on 10 September 2020:

Selection and Member Services Committee – Member Development Sub-Committee

Membership: 8 Members - Conservative: 6, Liberal Democrat: 1, Labour: 1

The role of this Sub-Committee is:

- (a) To champion and promote the development of Members
- (b) To regularly review the Member Training and Development Strategy to ensure its relevance.
- (c) To agree the Members' training and development plan annually including induction programmes in appropriate years.
- (d) To monitor and evaluate the development programme for Members on an annual basis.
- (e) To support and encourage Members in maintaining the Member Development Charter Plus
- (f) To report to the Selection and Member Services Committee at least annually on progress of Member development.

5 Minutes - 30 September 2020 (Pages 1 - 4)

6 Future of the Selection and Member Services Committee - Oral Update

7 Preparation for the New Council (Pages 5 - 30)

- 8 KCC Combined Member Grant (Pages 31 - 70)
- 9 KCC Combined Member Grant Scheme Closedown (Pages 71 - 72)
- 10 Meetings Update (Pages 73 - 74)
- 11 Agenda Setting for future meetings - Oral Update
- 12 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

Wednesday, 11 November 2020

KENT COUNTY COUNCIL

SELECTION AND MEMBER SERVICES COMMITTEE

MINUTES of a meeting of the Selection and Member Services Committee held Online on Wednesday, 30 September 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 Eric Hotson, Mr G Lymer and Mr C Simkins

ALSO PRESENT: Mr G Cooke, Mr R A Marsh and Mr P J Oakford

IN ATTENDANCE: Mr B Watts (General Counsel), Mr T Godfrey (Scrutiny Research Officer) and Mr A Tait (Democratic Services Officer)

UNRESTRICTED ITEMS

18. Minutes - 29 July 2020

(Item 3)

RESOLVED that the Minutes of the meeting held on 29 July 2020 are correctly recorded and that they be signed by the Chairman.

19. Council Meetings Update - Presentation by General Counsel

(Item 4)

(1) The General Counsel gave a presentation which can be found on the electronic agenda for this meeting.

(2) The General Counsel said that the operating environment was not currently stable; that KCC was bound by statutory requirements and health and safety obligations; that any future physical meetings (including hybrid) needed to comply with all of the statutory rules around the conduct of meetings; that resources (including staffing resources) were necessitating decisions on priorities; and that KCC was able to run meetings virtually with resources being directed accordingly to ensure their safe and lawful conduct. The current statutory arrangements for virtual meetings are due to expire in May 2021.

(3) The General Counsel then informed the Committee that Home to School Transport Appeals were taking place in conformity with parents' wishes. They were able to choose whether to have them considered at face-to-face or Virtual hearings. The option of having them considered as a written exercise was also available. Those Panel Members who wished to meet in the same venue in order to consider Virtual Appeals were also able to do so in the Hilton Hotel in Maidstone. This venue had been risk assessed. The risk assessment for County Hall had indicated that holding such meetings there would be problematic.

(3) The Government had very recently published guidance that anyone who was able to work from home should do so. It had also declined to relax the regulations currently in force.

(4) The General Counsel then informed the Committee that consultations with other Local Authorities had established that the vast majority were holding Virtual meetings using Microsoft Teams and Live Events. Some were using other technologies to do so. None of them were planning to hold physical in the immediate future.

(5) The General Counsel recommended that formal meetings should continue to be held virtually until the end of the current year and that arrangements for early 2021 should be considered by the Committee in early December 2020. He added that he was in the process of preparing the Annual Governance Statement and would not be able to give a positive assurance if physical meetings were to be held during this period.

(6) The General Counsel offered to prepare a report which would consider in detail the possibility of holding informal meetings involving small groups of Members. This would include possible small meetings during the budget-setting period in January and February 2021.

(7) The General Counsel said that his next report to the Committee would include arrangements for the Local Government elections in May 2021. He replied to Members' remarks on this matter by saying that it was currently intended to hold the counts on the Friday after the elections had taken place. Health and Safety arrangements for the count would be set in accordance with government and Electoral Commission guidance. He would also report to the next meeting of the Committee on suggested arrangements for the induction of new Members.

(8) RESOLVED that:-

- (a) the report be noted together with the General Counsel's intended future reports; and
- (b) formal meetings continue to be held virtually until the end of the current year with arrangements for early 2021 being considered by the Committee in early December 2020.

20. Oral Update on Future of Selection and Member Services Committee

(Item 5)

(1) The General Counsel said that he intended to report to the next two meetings on Member Induction; Member Training and Development; GDPR issues; major changes to Planning Legislation; the ICT offer to Members; and Guidance and Rules for Member Grants.

(2) The General Counsel also raised an issue regarding the preparations for the new Council which will be elected in May 2021, subject to any changes advised by Government. The General Counsel suggested that it was important for Members to look carefully at those arrangements both in terms of the induction of incoming Members but also the wellbeing and departure of outgoing Members given the COVID-19 pandemic.

(3) RESOLVED that the report be noted.

21. KCC Combined Member Grant

(Item 6)

(1) The General Counsel introduced the report which invited the Committee to comment on and consider two Combined Member Grant applications. These were firstly for the Whitstable Castle Trust in the Whitstable East and Herne Bay West Division and, secondly a County-wide application for the Battle of Britain Memorial Trust County.

(2) The General Counsel informed the Committee that the usual procedure for dealing with Member Grants could not be followed in respect of the Battle of Britain Memorial Trust because those Cabinet Members who would have been in a position to grant approval had all stated that they intended to make a contribution. As the Constitution was silent on the question of how to proceed under those circumstances, the logical Forum for a discussion of this application was the Selection and Member Services Committee. He confirmed that he was entirely content that it was appropriate for the Committee to make the decision.

(3) Mr R A Marsh was present and expressed his thanks to all Members of the Council who intended to contribute to the Battle of Britain Memorial Trust.

(4) On being put to the vote, the recommendations of the General Counsel were carried by 7 votes to 0 with 1 Abstention.

(5) RESOLVED that approval be given to the Combined Member Grant applications for:-

(a) The Whitstable Castle Trust; and

(b) the County-wide application for The Battle of Britain Memorial Trust.

22. Statutory and Proper Officers: Data Protection Officer

(Item 7)

(1) The General Counsel briefly introduced the report which asked the Committee to recommend formally recording the position of the General Counsel as Data Protection Officer for Kent County Council in the Constitution.

(2) RESOLVED that the proposed changes to the Constitution be recommended for approval to the County Council.

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From: **Ben Watts, General Counsel**
 To: **Selection & Member Services – 19 November 2020**
 Subject: **Preparation for the New Council**
 Classification: **Unrestricted**

Summary: The purpose of this report is to set out preparations for the new Council and to seek the Committee’s view on them.

Recommendation(s):

The Committee is asked to:

- a. consider and comment on the preparations for the new Council, to propose changes as necessary; and
- b. define the areas of preparation that the Committee wishes to deal with and which are to be dealt with by the Member Development Sub-Committee; and
- c. formally agree that the Member Development Sub-Committee oversee those identified preparations in the induction programme, reporting back for approval in the February meeting

1. Introduction

- 1.1 At County Council on 22 October 2020, changes to the Selection & Member Services Committee’s Terms of Reference were agreed. The paper presented to Council also outlined a range of areas which the Committee could consider on a regular basis as part of its work programme.
- 1.2 This included the *“Oversight of preparations for the new Council – pre- and post-elections 2021. This could include oversight of the induction programme for new/continuing Members, arrangements for those Members who do not return after May and contributing to the design of any programmes or materials designed to inform prospective candidates as to the role of being an elected Member.”*
- 1.3 This paper also provides an update on the relevant issues discussed at the last meeting.

2. Pre-election preparations for the new Council

- 2.1 In consultation with the Chairman and Group Leaders, early preparations are underway for a prospective councillor event on 9th December 2020 following requests for this to be held before the end of the year. Due to timescales, a date

for this event has had to be set prior to this meeting. A draft programme for the event is attached in Appendix A.

- 2.2 It is proposed that event is held via Teams and is not recorded in order to create a relaxed and informal environment for prospective candidates. A press release and social media messaging to promote the event are planned.
- 2.3 Content for a new prospective councillor webpage has been drafted and is attached in Appendix B. The page will include a FAQs section, and the descriptions of various Member roles which have been in place for over 10 years, these documents can be found in Appendices C & D.
- 2.4 It would be helpful if Members of the Committee could consider these documents and make suggestions and comments ahead of finalisation.

3. Post-election preparations for the new Council

3.1 Following the conversion of the Member Development Steering Group into a Sub-Committee of this Committee, the Sub-Committee is therefore available to oversee the preparations of the induction programme for new and returning Members. It is a matter for the Selection and Member Services Committee as to the nature and extent of items that you may wish to be progressed by the sub-committee from the programme of activity.

3.2 Areas for consideration for the induction programme include:

- Declaration of Acceptance of Office
- Disclosure of Interests
- Role of Members in Decision Making
- Onboarding to include
 - Personal Information
 - Photographs
 - Website Content
 - Allowances/Grants
 - Claiming Expenses
- Introduction to Kent County Council operationally
 - How KCC works
 - Statutory Duties
 - Directorate Introduction
- Introduction to the KCC Budget 2021/22
- Governance Arrangements
- Officer Support available for Members
- IT Support & Equipment
- Training : Code of Conduct, Standards, GDPR & Data Protection, Corporate Parenting, Equalities & Diversity, Prevent, Chairmanship Skills, Social Media, Microsoft Teams & Live Events
- Disclosure and Barring Service (DBS) Checks
- Member Wellbeing and Safety

3.3 The induction programme will need to be able to be deployed flexibly with the ability for it to be held in person or virtually or as a hybrid depending on the public health advice in place for May 2021.

3.4 It is recommended that the sub-committee is asked to consider arrangements for those Members whose terms of office end in May 2021 which will need to consider:

- Return of KCC IT equipment
- Secure disposal of any personal data or confidential KCC data they may hold
- Wellbeing and transitional support
- Opportunity for learning on improvements in Member training and support
- Impact of COVID-19
- Corporate Parenting

4. Recommendation(s)

Recommendation(s):

The Committee is asked to:

- a. consider and comment on the preparations for the new Council, to propose changes as necessary; and
- b. define the areas of preparation that the Committee wishes to deal with and which are to be dealt with by the Member Development Sub-Committee; and
- c. formally agree that the Member Development Sub-Committee oversee those identified preparations in the induction programme, reporting back for approval in the February meeting

5. Background Documents

None

6. Contact details

Report Author:

Ben Watts, General Counsel

03000 416814

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Draft programme for Prospective Councillor Virtual Event – December 2020

18:00	Welcome and introductions <ul style="list-style-type: none"> • Why we are holding this event and session outline 	Graham Gibbens Council Chairman
18:10	What the County Council does and why we need County Councillors <ul style="list-style-type: none"> • Overview of roles and responsibilities, including the strategic role of County Councillors • Working with other tiers of local government and the impact on 'dual hatters' • How business is managed – who does what and the support available to Councillors 	Ben Watts General Counsel & County Returning Officer
18:20	What it means to be a County Councillor? <ul style="list-style-type: none"> • What difference can Councillors make? • What a typical week looks like • Managing your time • Working virtually 	Political group leaders – TBC
18:40	Backbench Member perspective <ul style="list-style-type: none"> • Why I stood for election What do I wish I knew when I stood for election? 	Panel of County Councillors – TBC
19:00	Question & Answer Session	Member/Officer panel
19:30	Close	Graham Gibbens

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KCC Prospective Councillor Webpage

Introduction:

Kent County Council is led by 81 democratically elected Councillors, also known as Members, who represent the people within their electoral division and develop Council policy. Councillors are elected every 4 years. The next election will take place on 6 May 2021.

A County Councillor's role and responsibilities include:

- Attending meetings to guide decisions on local services
- Community leadership and engagement
- Scrutinising Cabinet and Council decisions
- Advocating for local issues and concerns
- Contributing to Council policies and strategies

Please see the Member Roles [\(insert hyperlink once available\)](#) and FAQ [\(insert hyperlink once available\)](#) documents for more details.

Understanding local government:

Local Government can come in two forms: unitary or two-tier. A unitary manages all local authority services in their area under one centralised body such as Medway. Kent follows a two-tier system, separated into one County Council and twelve district, city, and borough councils.

The County Council is responsible for services such as Adult Social Care, Highways, Libraries, Consumer Protection, and Emergency Planning.

The district councils are responsible for collecting Council Tax, Refuse Collection and Housing.

The [Constitution](#) is a codified document containing the functions, processes and responsibilities of all aspects of the Council, including Councillors and Officers. This is approved by the Council.

Councillor eligibility:

Who can be a Councillor?

To stand in a Kent County Council election you must be:

- British or a citizen of the Commonwealth or European Union
- At least 18 years old
- Registered to vote in Kent or have lived, worked or owned property in the County for at least 12 months before an election.

You cannot become a Councillor if you:

- Work for Kent County Council, or for another local authority in a politically restricted post

- Are the subject of a bankruptcy restrictions order or interim order
- Have been sentenced to prison for three months or more (including suspended sentences) during the five years before election day
- Have been convicted of a corrupt or illegal practice by an election court.

Further details about the qualifications and disqualifications can be found in the [Electoral Commission Guidance](#)

Commitments and meetings:

How much time allocated to your duties will depend on the roles and responsibilities you take on. However, the Local Government Association (LGA) Councillors' Census 2018 found that Councillors spent 22 hours per week on council business on average. Council meetings was found to be the largest contributor to this, at 8 hours per week.

You can watch our Council meetings [here](#). All meetings are being held virtually until the end of 2020.

Support:

A comprehensive induction programme for new and returning elected Members is planned which is being overseen by the Member Development Sub-Committee.

A Prospective Councillor virtual event is taking place on **x December 2020**. Please email elections@kent.gov.uk for more information and to register a place.

Allowance and Expenses:

All Councillors receive a basic allowance (£15,406.25 for 2020/21) to perform their duties.

Some elected Members receive an additional allowance for any special responsibility that they might have as a Member of the Council, such as being a Cabinet member or a Committee Chair.

Elected Members are allowed to claim travelling expenses for their official duties. Elected Members are also allowed to claim expenses for caring responsibilities, either for a child under 16 or a dependent adult.

[Further information about councillor expenses can be viewed here](#)

Next Steps:

1. Check your eligibility to stand as a candidate
2. Decide if you want to stand for a political party or as an independent.
 - a. For a political party, you need to contact the political party and take part in their selection process.
 - b. Resources and advice are available for those interested in being an independent Councillor. Please see the [LGA Independent Office](#) and the [Independent Campaign Corner](#)
3. View the [Electoral Commission Guidance](#) on how to put yourself forward in an election

4. Complete and submit your nomination papers during the nomination period.
5. Build your local profile, reputation, and campaign

For more information:

Please contact elections@kent.gov.uk

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FAQs for Prospective Councillors

When are the County Councillor elections?

The next scheduled election is on 6 May 2021. Councillors are elected for a 4-year term. Occasionally by-elections are held between County Council elections when a vacancy occurs.

Previous election results can be viewed [here](#).

Why would I want to be a Councillor?

Becoming a Councillor gives you the ability to help guide the Council in making decisions on behalf of the local community.

You can give a platform to the voices of residents, to ensure they are represented and to help protect local interests.

Councillors have the ability to improve and develop Kent, shaping the county for future generations.

Our Councillors have diverse backgrounds with unique and varied skillsets, which are valuable to the development of Kent. You can contribute your experience and knowledge to better your community.

Moreover, the position of Councillor can enhance your skillset, developing your leadership and analytic capabilities.

What do Councillors do?

Councillors are elected representatives for their local division and are engaged regularly with community leaders and issues.

Please see the Member Roles [\(insert hyperlink once available\)](#) document for more details.

What skills do I need?

Kent County Council values the skills and experiences of its Councillors. There are no specific requirements for this role but some skills that may be useful to your role include:

- Understanding of your local area
- Communication
- Ability to engage with others
- Organisation

How do I become a Councillor in Kent?

1. Check your eligibility to stand as a candidate
2. Decide if you want to stand for a political party or as an independent.
 - a. For a political party, you need to contact the political party and take part in their selection process.

- b. Resources and advice are available for those interested in being an independent Councillor. Please see the [LGA Independent Office](#) and the [Independent Campaign Corner](#)
3. View the [Electoral Commission Guidance](#) on how to put yourself forward in an election
4. Complete and submit your nomination papers during the nomination period.
5. Build your local profile, reputation, and campaign

What is an election agent?

The election agent is the person responsible for the proper management of your election campaign and, in particular, for its financial management. You must have an election agent. If you do not appoint an agent, you will become your own agent by default. The Electoral Commission provides [guidance](#) for candidates and agents.

How do I find out which electoral division I live in?

Kent County Council has [81 Councillors](#) who represent 72 electoral divisions. There are 63 single-member divisions and the following nine two-member divisions: Birchington and Rural, Deal and Walmer, Dover Town, Gravesend East, Maidstone Central, Northfleet and Gravesend West, Ramsgate, Sheppey and Tonbridge. You can find which electoral division you live in using the [Postcode Finder](#). The maps showing each division's boundaries can be viewed [here](#).

What additional roles are there at Kent County Council?

As a Councillor, you may have the opportunity to take on further responsibilities and duties, such as joining a committee. Other roles include:

- Chair of a Committee
- Cabinet Member
- Deputy Cabinet Member

Please see the Member Roles [\(insert hyperlink once available\)](#) document for more details.

Do Councillors get paid?

Councillors do not receive a salary, but all Councillors are entitled to a basic allowance. For a Kent County Council Councillor, this amount is currently set at £15,406.25 per annum (2020/21) and is paid in monthly instalments.

A special responsibility allowance is available for selected Members, who hold additional duties such as Chairman of the Council and Cabinet Members.

Members are also allowed to claim on travel or other relevant expenses including the costs of caring responsibilities.

Further information about Councillor expenses can be viewed [here](#).

What is the Kent Code of Conduct for Members?

This is a document details the obligations and standards that will be expected of you as a Councillor. The code is based on the 7 Principles of Public Life, which are the ethical standards expected of public office holders. You can view the document [here](#).

Will I need a DBS Check?

All elected Members require a Disclosure and Barring Service (DBS) check which is process of viewing whether an individual has a criminal record. Elected Members will be required to produce certain identification documents in order to complete the check which is organised by Kent County Council.

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ALL MEMBERS (as representatives elected by their division)

Responsible to: Kent County Council and the people of Kent.

Role purpose: To represent the views of their local community and the people of Kent generally within and outside the Council.

1. To represent the individual constituents within their Divisions, undertaking casework on their behalf and serving all equally.
2. To liaise with Cabinet Members, other Council Members, Officers, and other service providers in ensuring that local community needs are considered and identified.
3. To encourage and promote two-way communication within the local community about the decisions of Council, information about Council services and Council procedures.
4. To represent the views, aspirations, and concerns of the people of Kent as a whole, providing the focus for local democracy.
5. To participate in full Council meetings to:
 - determine the strategic priorities and objectives of the Council,
 - approve the annual budget and capital programme and the Council's Policy framework,
 - approve the scheme of remuneration for Members,
 - appoint and remove the Leader of the Council,
 - appoint and dismiss the Head of Paid Service,
 - approve the Constitution and any amendment to it, and
 - approve any other matters which by law can only be determined by the Council or one referred to Council.
6. To hold the Leader and Cabinet to account through Scrutiny.
7. To participate as a member of the Cabinet, committee or advisory panel to which they are appointed.
8. If appointed, to represent the Council on outside bodies.
9. To monitor the effectiveness of service delivery and the appropriateness of policy across the County.
10. To ensure the probity of Council financial and other transactions (including through audit and standards processes).
11. To develop and maintain a working knowledge of the Council's services, management arrangements, powers/duties, and constraints and to develop good working relationships with the relevant Officers of the Council.

12. To lead by example and uphold the highest standards of conduct in public life and comply with the Code of Conduct and the Council's Constitution
13. To undertake such training and development as the Council, the Standards Committee or the Member's own Group may recommend from time to time.

LEADER OF THE COUNCIL

Responsible to: Kent County Council.

Role purpose: To take full responsibility for all functions of the County Council, which the Council does not reserve for itself (as required by legislation), appointing a Cabinet, and providing overall leadership and direction to the Council.

Main Duties and Responsibilities:

1. To manage and lead the work of the Cabinet and to chair meetings of the Cabinet and Corporate Board.
2. To lead the Cabinet in decision making and make Executive decisions that are not exercised by other Cabinet Members or Officers.
3. To work closely with Cabinet Members to ensure the development of effective Council policies and the delivery of high-quality services (reflecting the principles of Best Value) to local people.
4. To be the focus for leading the Kent community.
5. To represent the Council at national and local level, on outside bodies or in partnership with other agencies.
6. To lead the Cabinet's work in:
 - providing strategic direction to the Council by identifying a vision, corporate objectives, and priorities for services,
 - providing a lead on the development of corporate policies and strategies,
 - the development of the Council's Policy Framework,
 - using the Council's objectives and priorities to drive the development of services and budget process,
 - seeing continuous improvement by establishing the appropriate culture within the Council and associated systems,
 - monitoring performance,
 - ensuring probity and financial monitoring,
 - keeping under review the organisation and management processes of the Council, including the democratic structures, and
 - developing, in consultation and partnership with others, a strategy for providing the social, economic, and environmental well-being of the County of Kent.

7. To act as the principal spokesperson for the Council:
 - promoting its work and acting as its principal political spokesperson,
 - participating in consultation,
 - listening to, and taking account of, the views of organisations, the public and businesses, and
 - representing the Council at all appropriate levels.
8. To consult with and be accountable to Non-Executive Members.
9. To appear before, and respond to reports of, Overview and Scrutiny bodies.
10. To monitor the effectiveness of service delivery and the appropriateness of policy across the County and account for the efficient and effective delivery of services and functions within Council policies and budgets.
11. To lead and direct the Cabinet Members in working closely with the Corporate Management Team and senior managers of every function aligned to their portfolios in relation to the strategic vision and direction of the Council, the management roles of Officers and the development and effective delivery of policy issues.
12. To work closely with the Corporate Board/Corporate Management Team and Senior Managers of every function to ensure that operationally the Council is providing an effective service to the residents of Kent.
13. To work closely with Cabinet Committees in enabling them to contribute to policy development and decision making.

DEPUTY LEADER OF THE COUNCIL

Responsible to: The Leader of the Council.

Role Purpose: To deputise for the Leader as required and to be the Council's main representative and spokesman on the delegated area of responsibility.

Main Duties and Responsibilities:

1. To participate in the Cabinet in respect of all areas of work, including making certain individual Executive decisions within the areas of responsibility.
2. To act as the Spokesperson and advocate for the Council in respect of the delegated area of responsibility and on a wider basis as the Leader may require or in their absence.
3. To lead the development of the Council's Policy Framework within the area of responsibility and make recommendations to the Cabinet.
4. To provide guidance to the Cabinet on the management and implementation of functions in relation to activities within the area of responsibility.

5. To give guidance to the Cabinet on budget priorities within the areas of responsibility.
6. To ensure the delivery of policy through Officers and monitor performance against agreed objectives within the defined area of responsibility.
7. To assist the Leader in keeping under review the organisation and management processes of the Council, including the governance structures.
8. To appear before, and respond to reports of, Scrutiny bodies.
9. To lead the process of continuous improvement and responsiveness of Council services within the areas of responsibility.
10. To ensure that activities within their areas of responsibility take proper account of the Council's vision, core values and guiding principles.
11. To represent the Council at national and local level, on outside bodies or in partnership with other agencies.
12. To work closely with the Corporate Management Team and Senior Managers of every function to ensure that operationally the Council is providing an effective service to the residents of Kent.
13. To work closely with Cabinet Committees in enabling them to contribute to policy development and decision making.

CABINET MEMBER

Responsible to: The Leader of the Council.

Role purpose: To undertake portfolio responsibilities as delegated by the Leader and be the Council's main representative and spokesman on their delegated areas of responsibility, determining the defined area of activity for Deputy Cabinet Members (if allocated) as appropriate.

Main Duties and Responsibilities:

1. To participate in the Cabinet in respect of all areas of work, including making certain individual Executive decisions within the defined area of responsibility and contributing to debate and strategic decision-making as part of the Cabinet as a whole.
2. To act as the spokesperson and advocate for the Council in respect of the area of responsibility.
3. To lead the development of the Council's policy framework within the defined area of responsibility and make recommendations to the Cabinet as appropriate.

4. To provide guidance to the Cabinet on the management and implementation of functions in relation to activities within the defined area of responsibility.
5. To give guidance to the Cabinet on budget priorities within the defined area of responsibility.
6. To ensure the delivery of policy through Officers and monitor performance against agreed objectives within the defined area of responsibility.
7. To assist the Leader in keeping under review the organisation and management processes of the Council, including the governance structures.
8. To work constructively and in an open and transparent way with backbench and Opposition Members, and Officers to ensure that the process of Overview and Scrutiny is appropriate, effective, and proportionate.
9. To appear before, and respond to reports of, Overview and Scrutiny bodies.
10. To lead the process of continuous improvement and responsiveness of Council services within the defined area of responsibility.
11. To ensure that activities within the defined area of responsibility take proper account of the Council's vision, core values and guiding principles.
12. To represent the Council at national and local level, on outside bodies or in partnership with other agencies.
13. To work closely with the Corporate Management Team and Senior Managers of every function aligned to their portfolio to ensure that operationally the Council is providing an effective service to the residents of Kent.
14. To work closely with Cabinet Committees in enabling them to contribute to policy development and decision making.

DEPUTY CABINET MEMBER

Responsible to: The Cabinet Member.

Role purpose: To support the work of their Cabinet Member and to be the Council's Member champion for their areas of special responsibility.

Main Duties and Responsibilities:

1. To support the Cabinet Member in respect of all activities connected with the area of special responsibility.
2. To act as the Member champion and spokesman for the area of special responsibility both within and outside the Council.

3. To support the Cabinet Member in the development of the Council's policy framework within the area of special responsibility and make recommendations to the Cabinet Member on the making of Executive decisions.
4. To support the Cabinet Member in monitoring the management and implementation of functions in relation to activities within the area of special responsibility.
5. To give guidance to their Cabinet Member on budget priorities within the area of responsibility.
6. To ensure the delivery of policy through Officers and monitor performance against agreed objectives within the defined area of responsibility.
7. To assist the Leader in keeping under review the organisation and management processes of the Council, including the governance structures.
8. To work constructively and in an open and transparent way with backbench and Opposition Members, and Officers to ensure that the process of Overview and Scrutiny is appropriate, effective, and proportionate.
9. To appear before and assist the Cabinet Member in responding to reports of, Overview and Scrutiny bodies.
10. To support the Cabinet Member in driving forward the process of continuous improvement and responsiveness of Council services within the area of special responsibility.
11. To ensure that activities within their areas of responsibility take proper account of the Council's vision, core values and guiding principles.
12. To represent the Council at national and local level, on outside bodies or in partnership with other agencies, as agreed with the Cabinet Member.
13. To support the Cabinet Member in working closely with the Corporate Management Team and Senior Managers of every function aligned to their portfolio to ensure that operationally the Council is providing an effective service to the residents of Kent.
14. To assist the Leader and Cabinet Member to work closely with Cabinet Committees in enabling them to contribute to policy development and decision making.

CHAIRMAN OF THE COUNCIL

Responsible to: Kent County Council.

Role purpose: As the Civic Head of the Council, to uphold the democratic values of the Council as a whole and represent the Council at civic and ceremonial functions.

Main Duties and Responsibilities:

1. Provide strong, fair, and visible civic and ceremonial leadership to the Council in relation to citizens, stakeholders, partners, Members and Officers.
2. Ensure that Kent County Council is represented at such civic and ceremonial functions as the Council or he/she determines appropriate.
3. Be the principal ambassador for the Council and the County, both at home and abroad and formulate and deliver speeches as appropriate.
4. Promote public involvement in the Council's activities.
5. Uphold and promote the Council's Constitution and, if necessary, rule on the interpretation of the Constitution at formal meetings of the County Council.
6. Preside over meetings of the Council, including determining the topic of the item for full debate, the order of items and a timetable for each Council meeting after consultation with the political group leaders, to ensure that the business of the Council can be carried out efficiently and with regard to the interests of the community and the rights of elected Members of all political groups and independent Members.
7. Request such special meetings of the Council as may be considered necessary or appropriate by Members, determining their format in consultation as required by the circumstances and in accordance with the business to be discharged.
8. Ensure the Council meeting is a forum for the debate of matters of concern to the local community and a place at which Members who are not on the Executive can challenge and debate Executive and other matters.
9. Be consulted on any matter in relation to which consultation with the Chairman of the Council is required under the Constitution.
10. During his/her year as Chairman, to continue to perform the duties expected of all County Councillors in relation to his/her electoral Division.
11. To witness the sealing of official KCC legal documents in the period immediately after a County Council Election until such time as the Leader appoints his or her Cabinet.
12. To foster and maintain good working relationships with other Local Authorities, both within and outside the County of Kent.
13. To act as the leading Civic dignitary in the conduct of Citizenship Ceremonies.

VICE-CHAIRMAN OF THE COUNCIL

Responsible to: The Chairman of the County Council and Kent County Council.

Role purpose: To fulfil the duties of the Chairman in his or her absence, to assist the Chairman in specific duties as required.

Main Duties and Responsibilities

1. To support the Chairman of the Council in carrying out his or her Civic responsibilities.
2. Deputise as the Chairman may require in his or her absence.
3. Undertake specific tasks and responsibilities as requested by the Chairman.
4. Share and support in general the full workload range of the Chairman.

COMMITTEE CHAIRMEN

Responsible to: Kent County Council.

Role purpose: To provide leadership and direction for the Committee to ensure that the Committee takes balanced decisions based on all relevant evidence, always with impartiality and fairness.

Main Duties and Responsibilities:

1. Provide leadership and direction for the Committee.
2. Chair and manage the business of the Committee, ensuring that all committee members have an opportunity to make a relevant contribution.
3. Request such additional meetings of the Committee as may be considered necessary or appropriate.
4. Promote the role of the Committee both within and outside the Council.
5. Represent the Council and the Committee on relevant external bodies as required.
6. Guide Members through those functions delegate by the Council to the Committee.
7. To be consulted on matters of business between meetings.
8. To undertake the necessary preparation prior to Committee meetings to lead the Committee effectively.
9. Ensure that the Committee takes balanced decisions based on all relevant evidence, always with impartiality and fairness.
10. To manage the meeting to ensure the objectives of the meeting are fulfilled.

11. Ensure, where appropriate, that there is full consultation with and participation by all interested parties on issues to be considered by the Committee.
12. Ensure that Committee decisions are properly recorded with full justifications.
13. Liaise and consult with relevant Officers wherever appropriate.
14. To define and manage appropriate Member and Officer conduct at the meeting.

CHAIRMAN OF A CABINET COMMITTEE

Responsible to Kent County Council.

Role Purpose: To lead the effective consideration of Cabinet Member decisions and to facilitate the Committee to endorse or make recommendations to the Cabinet Member prior to the decision being taken. Consider and make comment to the Cabinet and Cabinet Member on the development of County Council policy and review the performance of the Council in relation to its policy objectives and performance targets.

Main Duties and Responsibilities:

1. To ensure that the work of the Cabinet Committee is at all times conducted in a positive manner and in the interests of the Council and the people of Kent.
2. To work constructively and in an open and transparent way with the Executive Members and Officers.
3. To assist the Council and Executive in the development of the policy framework and budget by an in-depth analysis of policy issues in the area/s for which they have special responsibility.
4. To encourage and enhance community participation in the development of policy options in the areas for which they have special responsibility.
5. To support the work of the Cabinet Committee in ensuring the effective operation of the Committee in their areas for which they have special responsibility which will:
 - a. examine and review proposed decisions to be made by the Cabinet Member(s) for the areas in which they have special responsibility.
 - b. Question the Cabinet Member(s) and senior Officers for the areas in which the Committee has special responsibility about their decisions and performance, whether generally in comparison with service plans and targets.

ADDITIONAL RESPONSIBILITIES FOR THE CHAIRMAN OF THE SCRUTINY COMMITTEE

Role purpose: To lead the effective Scrutiny of the Council's decisions and actions and monitor policy development within appropriate areas of responsibility.

Main Duties and Responsibilities:

1. To ensure that the work of the Scrutiny Committee (and any sub-committees thereof) is at all times conducted in a positive manner and in the best interests of the Council and the people of Kent.
2. To work constructively and in an open and transparent way with Executive Members, the Cabinet Committees and Officers to ensure that the process of Overview and Scrutiny is appropriate, effective, and proportionate.
3. To lead and support the Scrutiny Committee in ensuring the effective operation of a Scrutiny function which will:
 - a. examine and review decisions made by the Cabinet, Cabinet Members other committees and Council Officers exercising Executive functions,
 - b. question Members of the Cabinet, other appropriate committees, and senior Officers about their decisions, and
 - c. make recommendations to the Leader, the Cabinet, a Cabinet Member, Officers and/or Council arising from the outcome of the Scrutiny process, the performance management of functions and service delivery.
4. To scrutinise and review the County Council budget process.
5. To lead and support Members in scrutinising authorities responsible in Kent for:
 - a. Crime and Disorder Strategies.
 - b. Risk management authorities of flood risk management functions or coastal risk functions.
6. To support the development of an annual Scrutiny work programme, including the Select Committee Work Programme.

ADDITIONAL RESPONSIBILITIES FOR THE CHAIRMAN OF THE PLANNING APPLICATIONS COMMITTEE

Role Purpose: To provide leadership and direction for the Committee to ensure that the Committee takes balanced decisions based on all relevant evidence, always with impartiality and fairness.

Main Duties and Responsibilities:

1. To Chair the monthly meetings of the Planning Applications Committee, which has statutory authority for determining all planning applications to KCC (waste

and mineral related applications and all KCC developments including schools, highways, and social services applications).

2. To undertake relevant and frequent training and development sessions to ensure that the role can be performed to the exacting standards required.
3. To attend site visits, public meetings and meetings with Officers as required on a frequent basis.

LEADER OF AN OPPOSITION GROUP

Responsible to: Kent County Council.

Role purpose: To provide strong, fair, and visible leadership and direction to the Opposition Group within the Council.

Main Duties and Responsibilities:

1. Act as a spokesperson for the Group and as a representative of the Council to external bodies and organisations as appropriate.
2. Represent the interests of the Group in any discussions with the Leader of the Council, other Group Leaders, other Senior Members of the Council or Senior Officers.
3. Be responsible for the appointment of Group Members to seats on Council Bodies in accordance with the Council's political balance apportionments.
4. Comment on, challenge and review the majority Group's performance in the coordination and implementation of its policies and procedures.
5. Be the Group's principal consultee on Council business in general and establish and represent the views of the Group on issues of policy and probity.
6. With all Group Leaders, work with the Corporate Management Team on relevant corporate matters.
7. Support the learning and development needs of all Members of the Group.

DEPUTY LEADER OF AN OPPOSITION GROUP

Responsible to: Kent County Council.

Role purpose: To fulfil the duties of the Leader of an Opposition Group in his or her absence, to assist the Group Leader in specific duties as required.

Main Duties and Responsibilities:

1. Undertake a full deputising role in the absence of the Leader of the Group.

2. Undertake specific tasks and responsibilities as requested by the Leader of the Group.
3. Work actively with the Leader of the Group to co-ordinate the work of the Group.
4. Share and support in general the full workload range of the Leader of the Group.

By: Ben Watts, General Counsel

To: Selection and Member Services Committee – 19 November 2020

Subject: KCC Combined Member Grant

Classification: Unrestricted

Summary: The Committee is invited to comment on and consider the following report relating to the Combined Member Grant for Whitstable East and Herne Bay West.

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 Four applications have been received since the last report to Committee and are attached:
- Herne Bay in Bloom – Sea Street Roundabout, Herne Bay Makeover
 - Herne Bay Coastal Community Team CIC – Christmas Lights
 - Whitsparkle – Christmas Light Up 2020
 - Kent Enterprise Trust – purchase of IT equipment to facilitate working from home
- 1.3 The Member Hub have checked the application forms and conducted the necessary checks. This has included ensuring that the Organisations are properly constituted and that the breakdown of spend conforms with the Combined Member Grant guidelines.
- 1.4 The total request for grant funding in relation to these applications is £10,678.70. There is adequate funding in the Combined Member Grant for Whitstable East and Herne Bay West to cover these applications and further forthcoming requests.

Recommendation:

The Committee is requested to consider and provide a judgement on the following Combined Member Grant application:

- Herne Bay in Bloom – Sea Street Roundabout, Herne Bay Makeover
- Herne Bay Coastal Community Team CIC – Christmas Lights
- Whitsparkle – Christmas Light Up 2020
- Kent Enterprise Trust – purchase of IT equipment to mobilise training courses.

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

Appendices:

1. Herne Bay in Bloom Application
2. Herne Bay Coastal Community Team CIC Application
3. Whitsparkle Application
4. Kent Enterprise Trust Application

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: <input style="width: 100px; height: 20px;" type="text"/>

Organisation Name:	HERNE BAY IN BLOOM
Title of Project:	"SEA STREET DOWNAROUT, HERNE BAY MAKEOVER"

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:	
Correspondence Address:	
Postcode:	
Email address:	
Daytime telephone number:	
Senior Contact in your organisation / group	
The Senior Contact and Primary Applicant (above) must be different 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

No

If yes, please provide your charity number:

1159088

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

No

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?

Memorandum & Articles of Association
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	Sports organisation
Church / Faith group	Not for Profit Company	Parish / Town / District council
KCC Service	School/College/ Pre-school	Youth organisation

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.

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

(Add more rows if necessary)



6. Has your organisation / group applied to **any** other funding bodies for grant support for this project?

Yes

No

If yes, please complete the information below

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

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.

THE PROJECT HAS BEEN DONATED A NEW BOAT FOR THE ROUNDABOUT WHICH IS NOW IN A SECURE COMPOUND THE BOAT REQUIRES A COMPLETE MAKEOVER, REPAIRS & PAINTING WHICH WILL BE CARRIED OUT BY VOLUNTEERS AND THE SCRIPT OF THE ROUND ABOUT IS TO BE PAINTED BY VOLUNTEERS

PAINT & MATERIALS FOR BOTH - £200. VOLUNTEER HOURS = 40

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		Keeping vulnerable families out of crisis and more children and young people out of care	Helping to close the attainment gap between disadvantaged young people and their peers
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	Helping children and young people to be engaged, thrive and achieve their potential through academic and vocational education
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	✓	Supporting Kent business growth by having access to a well skilled local workforce with improved transport, broadband and necessary infrastructure	Benefitting Kent’s communities from economic growth and lower levels of deprivation
Helping Kent’s residents to enjoy a good quality of life, and more people benefit from greater social, cultural and sporting opportunities	✓	Helping to protect and enhance Kent’s physical and natural environments so they can be enjoyed by residents	Supporting well planned housing growth so Kent residents can live in the home of their choice

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		Supporting people with mental health issues and dementia to be assessed and treated earlier, and supporting them to live well	Providing access to the advice, information and support needed by families and carers of older and vulnerable people
Supporting social inclusion of older and vulnerable Kent residents		Helping more people to receive quality care at home, avoiding unnecessary admissions to hospital and care homes	Enabling health and social care systems to work together to deliver better community services
Helping residents to have a greater choice and control over the health and social care services they receive			

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 SEA STREET ROUNDABOUT IS A PROMINENT FEATURE IN HERNE BAY AND PRIOR TO BEING ADOPTED BY HERNE BAY IN BLOOD WAS SAID AND UNATTRACTIVE. THE SEASIDE MAKEOVER COMPLETELY CHANGED THE ROUNDABOUT TURNING IT INTO A FEATURE OF THE TOWN TO BE APPRECIATED AND ENJOYED BY ALL - RESIDENTS & VISITORS ALIKE. THE FUNDING REQUIRED NOW IS TO ENSURE THAT THE ROUNDABOUT CONTINUES TO PROVIDE PLEASURE TO ALL THOSE THAT PASS IT (AND EVEN DRIVE AROUND IT TWICE) THE WORK REQUIRED WILL PROVIDE VOLUNTEERS THE CHANCE TO WORK TOGETHER, ENJOY THE BENEFITS OF THE OUTDOORS, GIVE THEM A PURPOSE AND AID THEIR HEALTH & WELLBEING & SELF WORTH. OUR TEAM OF VOLUNTEERS INCLUDE ADULTS WITH LEARNING DIFFICULTIES & THOSE WITH MENTAL & PHYSICAL PROBLEMS. - VOLUNTEERS & RESIDENTS WILL BE ABLE TO APPRECIATE THE FACT THAT THIS ICONIC ROUNDABOUT IS MAINTAINED & PROTECTED FOR THEIR CONTINUOUS ENJOYMENT. THE ROUNDABOUT HAS BEEN AWARDED THE PRESTIGIOUS TACE OF RUNNER UP IN THIS YEAR'S 'BEST OF BRITISH ROUNDABOUTS' & WILL FEATURE ON THE JUNE PAGE OF THE 'UNITED KINGDOM ROUNDABOUT APPRECIATION SOCIETY'S' 2021 CALENDAR. THE AIM NOW IS FOR 1ST PRIZE NEXT YEAR THE PROVISION OF A WATER SUPPLY IS PARAMOUNT



11. When will the project start? State month and year.
We do not offer retrospective funding without exceptional prior agreement

JANUARY 2021 OR
AS SOON AS POSSIBLE

12. Will your project be completed within six months from receipt of your grant?
If No, please explain why below

Yes

No

13. What is the total cost of your project?		£2380
14. What is the total amount of grant funding you are seeking from KCC Members in this application?		£1730
15. Please complete this table with details of your total project spend		
Breakdown of Spend	Total Cost (£)	Amount Applying to KCC (£)
Water Supply on the Roundabout - installation of Standpipe	£1500	£1500
Volunteer Hours	£450	
Transport and Installation of New Boat on the Roundabout	£45	£45
Materials - Paint for new boat, repaint the skirt of the roundabout, repaint beach huts	£200	
New planting for replacement boat	£75	£75
Ballast & Compost etc Materials plus volunteer Hours	£45	£45
New lighthouse - materials and volunteer hours	£65	£65
Total:	£2380	£1730

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).

THE WATER SUPPLY WILL BE PROVIDED BY
S.E WATER & C.C.C ARE REQUESTING THIS ON
OUR BEHALF.

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.

ENTRY INTO THE BRITISH DOWNABOUT COMPETITION, ACKNOWLEDGMENT
IN PRESS & PUBLICATIONS. ONLINE, WEBSITE, PAPER BOOK,
POSSIBLE PLAQUE / SIGN ON THE DOWNABOUT. PAGE IN 2022
CALENDAR.

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.

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

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:**



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: 1

Organisation Name:	Herne Bay Coastal Community Team CIC
Title of Project:	Herne Bay Christmas Lights

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:	
Correspondence Address:	
Postcode:	
Email address:	
Daytime telephone number:	
Senior Contact in your organisation / group	
The Senior Contact and Primary Applicant (above)	
Contact name <i>(Inc. title)</i>	
Position in organisation / group:	
I confirm I am 18 years old or older:	
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

██████████

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 type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please provide your charity number:	
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? Community Interest Company					
Please select the options below that best describe your organisation / group:					
Registered Charity	<input type="checkbox"/>	Community/Voluntary organisation	<input checked="" type="checkbox"/>	Sports organisation	<input type="checkbox"/>
Church / Faith group	<input type="checkbox"/>	Not for Profit Company	<input checked="" 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

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.

Herne Bay Coastal Community Team are contributing £1500 to the overall cost of the Christmas lights as well as numerous volunteer hours making the relevant applications for licences, arranging trades and generally co-ordinating the project. Along with overseeing sponsorship packages for local businesses and a crowdfunding page. The cost of the main lights in town has been covered by funds already raised and through the sponsorship and crowdfunding, along with the contribution from ourselves.

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 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 checked="" 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.

Herne Bay Christmas Lights has been run by the local retailers for the last few years. This year with the impact that COVID-19 has had on the high street, some of these retailers have either had to close or lay off staff. This has meant that they were unable to provide the time and effort into getting the Christmas Lights project off the ground this year. Herne Bay Coastal Community Team were approached and as part of our ethos is to help the wider community in any way we can, we stepped in. We are all volunteers and have happily given up our spare time to concentrate on getting the relevant paperwork and trades in place for the Christmas lights to be displayed.

We now have enough funds to put up the main lights in town but we are struggling to raise the money needed for the two Christmas Trees the town has. Each tree will cost around £600 +VAT plus delivery of £100. We also need to pay for the trees to be installed. Our trees are installed into the ground and this needs to be done securely and safely. One company has quoted us £2500 for this work to be done and we are currently waiting for a more realistic quote to come in. The trees then will need to be dressed with their lights costing a further £250+VAT per tree. As you can see this already amounts to £4200. If this is the case and we cannot get the installation cheaper then Herne Bay Coastal Community Team will contribute any outstanding monies, however we ourselves have a limited resource.

We have also organised a draw so that anyone donating over £5 to the crowdfunding page will receive an entry to win one of 12 prizes that we have managed to obtain from local businesses. Herne Bay Coastal Community Team are offering £100 cash prize as first prize. Another way of giving something back to the community for their support.

We have received lots of comments from residents about the importance of having the Christmas Lights this year as something to cheer us all up. How nice it will be to have a decorated town centre after the year we have all had. Christmas after all, should be a joyous occasion and whilst some may have struggled this year, if the town has its usual display of lights it will bring a warm glow to those of us that reside here.

11. When will the project start? State month and year. We do not offer retrospective funding without exceptional prior agreement	20 th November 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?		£24732.76 excluding VAT
14. What is the total amount of grant funding you are seeking from KCC Members in this application?		£3,500.00
15. Please complete this table with details of your total project spend		
Breakdown of Spend	Total Cost (£)	Amount Applying to KCC (£)
New LED Lights on Lamppost	£4160.00	
Electrician costs to install above lights	£9460.00	
Installation of lights and testing of existing	£5621.41	
Cost of Two Christmas Trees plus delivery & VAT	£1680.00 approx	1680.00
Installation and dressing of Christmas Trees	£5491.35	1820.00
	£	
	£	
Total:	£26412.76 incl VAT	£3500.00

(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).

We are advertising the project with Social Media posts as well as passing out flyers to local retailers in the hope that they will pass them on to their customers.

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.

If our application is successful a social media post will go out immediately, we would also like to include the KCC logo on our advertising banners that will be going up around each of the town's Christmas Trees

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: ████████████████████
████████████████████ ████████████████████	██████ ████████████████

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:	Canterbury		
Application details			
Organisation / Group:	Herne Bay Coastal Community Team CIC		
Project:	Herne Bay Christmas Lights		
Amount requested:	£3,500		
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 checked="" type="checkbox"/>
If Yes, please state the nature of the interest(s) below.			
Nature of Interest(s):			
Name & signature:		Date: 19/10/20	Comment/Referred to Manager: Yes <input type="checkbox"/> No <input checked="" 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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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: 1

Organisation Name:	Whitsparkle
Title of Project:	Christmas Light up 2020

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

Senior Contact in your organisation / group

The Senior Contact and Primary Applicant (above) must be the same person

Contact name <i>(Inc. title)</i>	
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 type="checkbox"/> No <input checked="" type="checkbox"/>
If yes, please provide your charity number:	
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? Unincorporated Constiution with a governance structure					
Please select the options below that best describe your organisation / group:					
Registered Charity	<input type="checkbox"/>	Community/Voluntary organisation	<input checked="" 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

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.

As part of our Christmas activities we focus on 2 key areas:

- 1) Provision (including fitting and decorating) of Christmas trees, lights and decorations to strategic locations in the town.
- 2) Craft kits for the community - children and those in isolation (so important this year).

We will be funding up to half of the overall project spend with the remaining funds we have from 2019 fundraising (we haven't been able to fundraise at all this year due to the pandemic). All of our time is given for free, so no staff costs.

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 checked="" 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"/>	We believe mental health is vital at all times, but especially this year - we need interaction and communities to pull together more than ever.		Engaging with schools and providing materials for craft and education, as well as decorations to stimulate.	

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 checked="" 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 checked="" 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.

As we have seen during 2020 the increase in isolation and the effects on peoples mental health has been devastating. Whitstable is a coastal town, which despite having good tourism has suffered from an economic downturn. People are struggling to make ends meet, and are feeling low as we head into a period of uncertainty both globally and locally.

What Whitsparkle have always tried to achieve is a sense of community. A sense of optimism no matter what else is happening. We hold free events throughout the year aimed at the whole community, and especially families, to come together and enjoy themselves (Easter Egg Hunts, Summer and Winter Balls for the adults) culminating in a day of Christmas fun. This usually involves a carol concert and performances, a lantern lit parade throughout the town to light up all the 7 Christmas trees, and a general day of bringing the businesses and community together. It is a wonderful day, and it really does bring people together - young and old.

During the year we usually manage to raise funds ourselves to fund all of this. However, this year we have been unable to hold any events. Although we do have some funds, we do not have enough to pay for everything.

We want to help the town with extra lights, extra trees and general sparkliness! Our towns buildings usually can fund decorations themselves, but this year some are struggling and we want to help with those costs.

We also are creating a Winter Wonderland app which will allow houses and businesses who have decorated their properties to mark themselves on a map. Then residents will be able to go for walks around the town to see those beautifully decorated locations.

We also have involvement from the towns schools to get their art classes/after school clubs to make the decorations for the trees. We want to provide the decoration kits for free. We also want to give away 200 to the local community to help us decorate the town. The local community gallery The Horsebridge centre has agreed to be a central distribution point, and hold socially distant workshops for children and adults alike to come and make something for us - a way to bring people out of isolation into a safe space. We will also deliver some kits via Age UK locally to those unable to attend or venture outside.

The Social value here can not be underestimated here. Residents need to have something to look forward to, and to engage in that celebration - even from home.

We believe community is everything. And we need to show our community we are here for them - a simple £9 kit can make all the difference. With a bleak Winter in sight we can not emphasise the need for Christmas to be celebrated - even from a distance. Its so important to decorate the town, and the local businesses and Councillors are willing to help wherever they can.

11. When will the project start? State month and year. We do not offer retrospective funding without exceptional prior agreement	November 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?	£5,200	
14. What is the total amount of grant funding you are seeking from KCC Members in this application?	£3,000	
15. Please complete this table with details of your total project spend		
Breakdown of Spend	Total Cost (£)	Amount Applying to KCC (£)
Craft Kits	£1,500	£1,000
Lights	£1,000	£500
Trees (inc fitting, removal, recycling)	£2,200	£1,200
Winter Wanderland app	£200	£0
Banners (promotional)	£300	£300
	£	
	£	
Total:	£5,200	£3,000

(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).

Agreement for tree installation received from all locations.

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.

Banners by the trees and on strategic points throughout the town, with joint logos on to state a jointly funded project. Also joint funded information on all social media and media coverage.

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: 21/10/20

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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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: 1

Organisation Name:	Kent Enterprise Trust
Title of Project:	Tablets for Mobile Charity

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:	
Correspondence Address:	
Postcode:	
Email address:	
Daytime telephone number:	
Senior Contact in your organisation / group	
The Senior Contact and Primary Applicant (above) must be the same person	
Contact name (<i>Inc. title</i>)	
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:	Kent Enterprise Trust	
1. Is your organisation / group a Registered Charity?	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
If yes, please provide your charity number:	290211	
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.**

Received £7332 from EH&PG towards a number of short employability courses for young people in the Canterbury district.

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
Daffodil Planting	Robert Thomas	£500.00	February 2019

6. Has your organisation / group applied to any other funding bodies for grant support for this project?

Yes No **If yes, please complete the information below**

Name of Organisation / Funder	Amount Applied for £	Amount Received £	Date Received / Anticipated
N/A			

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.



Staff time towards procuring the items and setting up / registering the devices, downloading software and updates – allowance of 1 hour per device @ £15 per hour
 Staff time towards publicising the award of the grant – up to 2 hours @ £10 per hour

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 checked="" 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 type="checkbox"/>
Supporting young people's ambitions with choices and access to work, education and training opportunities	<input checked="" 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 checked="" 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"/>
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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.

Kent Enterprise Trust (KET) was established in 1984 and aimed to tackle the problem of high unemployment at the time by setting up businesses that employed people with disadvantages in the workplace. Then KET developed projects to support people with various needs, running a community conservation project on Hambrook Marshes in Canterbury and several gardening projects (Appleseed, Streamwalk & Oasis) that operated across the district.

KET underwent a change of management in November 2019. After the new CEO took position, an experienced Board of Trustees were brought in to steer the organisation into a brighter future. With this change of guard has come a change in culture. Previously, the focus of KET was on gardening projects and acting as a landlord to a number of small businesses but, having looked into local need, we know the area needs employability support and this needs to be delivered professionally.

As of October 2020, KET is still acting as a landlord to a number of small businesses based at Kent Enterprise House. KET also has access to a number of the rooms at the building, including a large conference room which has been used for training local residents in a variety of courses aimed at improving employability and developing enterprise. Due to the Covid pandemic, KET has made the difficult decision TO sell the building to avoid insolvency and the sale of the building has been agreed and is nearing exchange and completion; this is anticipated to be completed by the end of January 2021 which will mean the charity will become 'homeless', and therefore unable to continue to provide the services in the same way – currently we have a number of desktop PCs, which are not as portable as tablets.

Due to this, we are looking at being able to mobilise our projects; we are aiming to purchase 10 tablets to ensure we are still able to deliver training courses to the residents of Herne Bay and surrounding areas with the wider Canterbury district. Among the courses we provide are CSCS, 'New Beginnings' (which includes a number of shorter courses such as Food Safety, Emergency First Aid, Health & Safety, Customer Service, Fire Safety and CV workshops) as well as our entrepreneurial courses 'Be Your Own Boss'.

In 2019, KET was able to improve the lives of over 200 unique beneficiaries, with 104 accredited qualifications being gained, 14 people moving into long-term employment and 36 beneficiaries starting their own businesses. Over 25% of the attendees stated they felt less lonely or isolated after completing their respective courses.



11. When will the project start? State month and year. We do not offer retrospective funding without exceptional prior agreement	December 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?	£2618.70	
14. What is the total amount of grant funding you are seeking from KCC Members in this application?	£2448.70	
15. Please complete this table with details of your total project spend		
Breakdown of Spend	Total Cost (£)	Amount Applying to KCC (£)
10x Samsung Galaxy Tab A7 10.4" Tablets @ £219.99 each (https://tinyurl.com/TabletsFromCurrys)	£2199.90	£2199.90
10x Shockproof Cases suitable for tablets @ £18.89 each (https://tinyurl.com/CasesFromAmazon)	£188.90	£188.90
Download & Install CSCS Test App to tablets "CITB Operatives and Specialists HS&E Test" @ £5.99 each (https://tinyurl.com/CITBCSCSTest)	£59.90	£59.90
Staff time towards procuring the items and setting up / registering the devices, downloading software and updates – allowance of 1 hour per device @ £15 per hour	£150.00	£0.00
Staff time towards publicising the award of the grant – up to 2 hours @ £10 per hour	£20.00	£0.00
Total:	£2618.70	£2448.70

(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 (e.g. 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).

KET has all relevant policies in place, including safeguarding and DBS checks and are available upon request

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.

We will include a message on our social media channels as well as mentioning the grant within our projects and arrange a press release to local news outlets.

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: ██████████
Signature: (or print name if returning by email) ██████████	Date: 28/10/2020

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 checked="" type="checkbox"/>
If Yes, please state the nature of the interest(s) below.			
Nature of Interest(s):			
Name & signature:		Date: 29/10/20	Comment/Referred to Manager: Yes <input type="checkbox"/> No <input checked="" 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:	

By: Ben Watts, General Counsel
To: Selection and Member Services Committee – 19 November 2020
Subject: KCC Combined Member Grant Scheme Closedown
Classification: Unrestricted

Summary: The Committee is invited to comment on and consider the following report relating to the closedown of the KCC Combined Member Grant Scheme.

1. Conclusion of Combined Member Grant Scheme – 2017-2021

- 1.1 The KCC Combined Member Grant Scheme, as per the agreed guidelines shall conclude on 31 December 2020 to ensure that appropriate time is given to closing the scheme properly.
- 1.2 Due to 2021 being an election year and to avoid pre-election period related issues, applicants have been requested to attribute any necessary publicity during the period of 19 March 2021 and 7 May 2021 solely to Kent County Council.
- 1.3 Similarly, KCC Highways related applications, where an implementation of a scheme has been requested by a Member, will follow a similar timescale and no scheme can be implemented during that period.

Recommendation:

The Committee is requested to consider and approve the closedown of the Combined Member Grant Scheme 2017-2021 on 31 December 2020.

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

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From: Ben Watts, General Counsel

To: **Selection and Member Services Committee – 19 November 2020**

Subject: Meetings Update

Classification: **Unrestricted**

1. Introduction

- a) At the last meeting of the Selection and Member Services Committee, I provided an update to Members on our approach to managing formal meetings within Kent County Council.
- b) The key points I made at that meeting still apply:
 - a. The operating environment is not stable and subject to change at short notice.
 - b. The Council is bound by statutory regulations and health and safety obligations.
 - c. Meetings need to comply with the statutory rules in place at the time of the meeting.
 - d. Resources are limited (including staffing resources) and Members need to determine what is important within these resources.
 - e. The Council has successfully established virtual meetings and has procedures in place to ensure that they are conducted safely and lawfully.
- c) The biggest change since the last meeting has been the introduction of a new lockdown across England. The Health Protection (Coronavirus, Restrictions) (England) (No.4) Regulations 2020 came into force on 5 November and will expire after 28 days. However, there is provision for this to be extended.
- d) Similarly, since the last meeting, case numbers across the County have increased and Members will have seen the presentation by the Director of Public Health at Cabinet on 9 November 2020. At the time of publication, we do not know what the arrangements will be across Kent in terms of local or national lockdowns upon the expiry of the current national lockdown.
- e) As many Members have rightly observed, the regulations allowing formal meetings to be held virtually only apply to meetings held before 7 May 2021 (SI 2020 392). I understand that the Government is actively considering extending these regulations, or making new ones, to allow formal meetings to be held virtually after this date. Given the imminent elections and pressure on my service, it is vital to have clarification on this as soon as is practicable.

2. Meeting Arrangements Going Forwards

- a) Within the context set out above, there is a need above all to have an environment which allows Members and Officers to carry out the business of the Council in a way that is both safe and legal. This also needs to be a way that Committee guests can participate, and the public can view meetings, safely and with confidence. In my view, the current arrangements we have in place do provide this.
- b) Therefore, for these reasons, and to provide certainty around future planning, I am proposing to continue the current arrangements for formal meetings to be conducted virtually for the remainder of the municipal year as allowed by the regulations.
- c) This will be kept under review as the situation develops. A decision about meetings in the period following the election next year will be made in due course and will in part be determined by the regulations governing meetings that are in place at the time.
- d) In an effort to expedite matters and in addition to discussions that are taking place between professional associations (Lawyers in Local Government, Association of Democratic Services Officers and LGA) and Government, I would like to write to Government. I am aware that Members have different views about virtual meetings and the regulations that may follow and so would like to reflect on that ahead of my writing to Government.

3. Recommendation:

That the Selection and Member Services Committee:

- a. discuss and agree with the proposals for meeting arrangements going forward set out in Section 2 of this report; and**
- b. ask that the Monitoring Officer write to the Ministry of Housing, Communities and Local Government seeking clarification on their plans for extending the regulations allowing virtual meetings.**

4. Background Documents

None.

5. Contact details

Ben Watts, General Counsel
03000 416814
benjamin.watts@kent.gov.uk